

Opening for Legal Research Assistant

Utah Legislature Office of Legislative Research and General Counsel

Position Summary: The Office of Legislative Research and General Counsel (OLRGC) is a professional staff office for the Utah State Legislature. OLRGC provides nonpartisan legal services and staff support to the members and committees of the Legislature. A legal research assistant will report to a supervising attorney and will be responsible for providing legal research support to multiple attorneys who research and draft legislation in all areas of law. The ideal candidate will be meticulous, precise, and analytical and will possess excellent organizational, computer, and communication skills. This position is particularly suited to someone who enjoys delving deeply into details of legislation, who can summarize and analyze written legal decisions, who enjoys evaluating, comparing, and analyzing technical legal language, who is comfortable working alone, and who is interested in the legislative process. Experience with filing and managing legal cases and litigation schedules is helpful but not required.

Position Qualifications: A candidate for employment as a legal research assistant must have the following qualifications and skills:

- Undergraduate degree
- Strong analytical skills
- Excellent attention to detail
- Ability to comprehend complex legislation
- Ability to work accurately and quickly
- Superb organizational and communication skills, both in writing and generally
- Strong editing and proofreading skills
- Proficiency in Microsoft Office Suite, including Outlook, Word, PowerPoint, and OneNote
- Willingness to work long hours when needed, especially during the months of December through March

Position Responsibilities: Responsibilities as a legal research assistant with OLRGC would include:

- Working cooperatively with attorneys and other staff
- Prioritizing and coordinating projects for more than one attorney simultaneously
- Identifying and analyzing potential conflicts between pending draft legislation and assisting attorneys in resolving conflicts
- Identifying and analyzing legislation that cross references existing statutes
- Proofreading and editing legal memoranda, pleadings, and legislation
- Indexing and maintaining legal research and information, including legal opinions, legal memoranda, and litigation files, in an electronic database
- Demonstrating general understanding of Utah's legislative process, laws, regulations, and judicial system

- E-filing documents with state and federal courts
- Developing expertise in Westlaw and other online legal research services and resources
- Performing basic legal research, such as locating a statute or identifying the legislative history of a statute
- Demonstrating ability and willingness to perform increasingly more complex legal research and analysis

Application Requirements: Please submit a cover letter and resume by email, postal mail, or in person no later than 5 p.m. on April 13th, 2018.

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DISCLAIMER

- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- The Office of Legislative Research and General Counsel participates in E-Verify.
- Veteran's Preference (Utah Code Ann. § 71-10-1 et seq.). An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.
- The Utah Legislature is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In compliance with the Americans with Disabilities Act, the Utah Legislature provides reasonable accommodation to individuals with disabilities. For accommodation information or if you need an accommodation to complete the application process, contact the Office of Legislative Research and General Counsel at 801-538-1032.