



Michael E. Christensen  
Director

John L. Fellows  
General Counsel

Opening for  
**Bill and Data Management Specialist**

Utah Legislature  
Office of Legislative Research and General Counsel

**Deadline for Applications: noon on September 16, 2015**

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time Legislative Bill and Data Management Specialist. Applications will be accepted until noon on September 16, 2015.

In addition to demonstrating a high degree of flexibility in a professional environment, applicants must have a variety of skills:

- Excellent oral and written communication skills
- Computer skills, including WordPerfect, Microsoft Word, Access, and Excel
- Organizational skills as required to prioritize workflow and meet established deadlines
- Minimum of two years of experience in an administrative professional position

Responsibilities in this position will include the following:

- Designing, creating, and maintaining methods for sharing information, streamlining, and improving quality of legislative documents relating specifically to the flow of bills through the entire legislative process
- Database queries and reports
- Preparing and distributing process-related and administrative technical documents for legislators and legislative staff
- Maintaining and organizing files in both written and electronic form
- Compiling, proofing, and technically editing bill file documents
- Working with the Utah Code database

Salary range: \$19 - \$22. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to

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W210 House Building  
PO Box 145210  
Salt Lake City, Utah 84114-5210  
pflowers@le.utah.gov

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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.