



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for **Administrative Assistant**

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: October 9, 2015, 5:00 p.m.

The Office of Legislative Research and General Counsel, a nonpartisan staff office serving the Utah Legislature, is seeking a full-time Administrative Assistant.

Candidates for this position will work directly for the director of the office and with five other senior managers as their assistant. Specific tasks include:

- Assisting the director and other managers with daily tasks
- Staffing certain legislative committees
- Maintaining and completing payroll records and actions
- Performing various human resource management functions including recruitment, hiring, terminations, and retirements
- Processing accounts payable and receivable using the State of Utah's financial reporting and transaction system (FINET)
- Making travel arrangements and processing reimbursements
- Assisting with the legislative intern program
- Performing various other administrative tasks

Requirements for the job include:

- Experience in a professional office environment, with experience in a legislative environment preferred
- Experience with and proficiency in using various software applications including Microsoft Office 365, Microsoft Office Suite, and Adobe
- Ability to work extended hours during certain times of the year (January through April)
- Ability to maintain confidences and to apply sound judgment in making decisions and to show tact, flexibility, and diplomacy in sensitive matters
- Ability to prioritize and follow through with multiple tasks and schedules

Salary is between \$21.00 and \$25.00 per hour. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to:

Utah State Capitol Complex
House Building, Suite W210
PO Box 145210
Salt Lake City, Utah
84114-5210
Phone (801) 538-1032
Fax (801) 538-1712
www.le.utah.gov

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The Office of Legislative Research and General Counsel participates in E-Verify.

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 Christine R. Gilbert at 801-538-1032.

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.