



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for Legislative IT Staff

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: Noon, July 27, 2015

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time Legislative IT Staff. Applications will be accepted until noon on July 27, 2015.

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

- Desktop Computer Systems and Security
- LANs and Networks
- Third Party Applications
- In House Application Development and Maintenance
- Oral and written communication skills

Responsibilities in this position will include the following:

- Assist with maintaining office email system.
- Assist with maintaining office VOIP system.
- Install software and hardware.
- Test the streaming and recording interface for the committee rooms and support staff during committee meetings. Interface with vendors for support and upgrades of A/V equipment.
- Troubleshoot application errors and consult with vendors and other staff when unable to resolve the problem.
- Troubleshoot hardware problems and call for service when required.
- Train and support end users.
- Maintain an understanding of the configuration of LRGCC software and hardware.
- Perform other duties as assigned.

EDUCATION / TRAINING / EXPERIENCE

- Preference may be given to applicants with a Bachelor's Degree in Computer Science or Information Technology (or similar)
- Preference may be given to applicants with 3-4 years of experience in field

Salary is negotiable. Compensation includes comprehensive health, dental, and retirement benefits.

Interested applicants should send a cover letter and resume by email, postal mail, or in person no later than noon, July 27, 2015, to:

Doug Farr, IT Manager
c/o Phalin Flowers
Office of Legislative Research and General Counsel

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

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.