



Michael E. Christensen  
Director

John L. Fellows  
General Counsel

Opening for  
**Receptionist**

**Utah Legislature**  
**Office of Legislative Research and General Counsel**

**Deadline for Applications: Wednesday, October 28, at 5:00 p.m.**

The Office of Legislative Research and General Counsel is accepting applications for permanent, full-time employment for the position of Receptionist. Applications will be accepted through Wednesday, October 28, at 5:00 p.m. Applicants must have excellent oral communication skills, as well as strong computer and critical thinking proficiencies. Responsibilities include answering phones; interacting with legislators, employees of the executive and judicial branches, and the public; scheduling committee rooms; ordering supplies; preparing documents for legislative mailings; and other miscellaneous assignments.

Salary is between \$16.00 and \$19.00 per hour. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to:

Lori Rammell  
210 House Building  
PO Box 145210  
Salt Lake City, Utah 84114-5210  
[lrammell@le.utah.gov](mailto:lrammell@le.utah.gov)

Phone: (801) 538-1032  
Fax: (801) 538-1712

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.

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](http://www.le.utah.gov)