



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for
General Session Standing Committee Secretary

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: December 16, 5:00 p.m.

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a part-time, temporary General Session Standing Committee Secretary. Applications will be accepted until 5:00 p.m. on December 16, 2016.

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

- Excellent oral and written communication skills
- Computer skills
- Organizational skills as required to prioritize workflow and meet established deadlines

Responsibilities in this position will include the following:

- Working with policy analysts
- Interacting with legislators, employees of the executive and judicial branches, and the public
- Preparing minutes of legislative meetings

Salary is negotiable.

Please send a cover letter and resume to

Jerry D. Howe, Managing Policy Analyst
c/o Denise Udy
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W210 House Building
Salt Lake City, Utah 84114
deniseudy@le.utah.gov

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Basic Job Requirements:

- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items, etc. Special physical demands are not required to perform the work.
- Risks are those 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.

Equal Opportunity Employer:

- The Office of Legislative Research and General Counsel 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 Office of Legislative Research and General Counsel 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.