



Michael E. Christensen
Director

John L. Fellows
General Counsel

Part-time, Temporary Position for Legislative Bill and Data Management Assistant

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: Noon, November 14, 2016

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a part-time, temporary position for an assistant to help in the Legislative Bill and Data Management area during the Legislative Session. This position will begin early January 2017 and end late March 2017. Applications will be accepted until noon on November 14, 2016.

Responsibilities for this position include the following:

- Opening legislation files using in-house programming
- Physically delivering hard copy documents between legislative buildings
- Organizing and maintaining hard copy files
- Completing miscellaneous tasks as assigned by supervisor

This position requires a working knowledge of WordPerfect, basic computer applications, and email. This position also requires reasonable physical activity throughout working hours.

Salary range: \$10 - \$15. There are no health, dental, or retirement benefits associated with this position.

Please send a cover letter and resume to:

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