



UTAH STATE LEGISLATURE

STATE CAPITOL • SALT LAKE CITY, UTAH 84114

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STATE OF UTAH
invites applications for the position of:
BILL ROOM CLERK (temporary), Job #29817

PHYSICAL ADDRESS: Utah State Legislature
Legislative Services, Utah State Capitol Complex
350 N. State Street
Salt Lake City, Utah

OPENING DATE: November 8, 2021

CLOSING DATE: Open until filled; applicants will be interviewed on a rolling basis.

JOB DESCRIPTION:

The Office of Legislative Services, a nonpartisan office serving the Utah Legislature, is seeking full-time, temporary General Session Bill Room Clerks. The Bill Room is the distribution point for legislation (bills), legislative information and publications for the Utah State Legislature.

An individual hired for this position will serve as an expert for all Bill Room functions during the Legislature's annual general session. This position will require flexibility, a positive and helpful demeanor, and a willingness to learn about the legislative process during extended work hours from approximately January 12 through March 11, 2022 at midnight (negotiable).

Daily Tasks include:

- Front counter help which includes pulling bills from bins from customer-provided lists, answering phones, assisting with tracking, posting and filing of bills and other legislative publications.
- May look up information on the internet; typically helps customers locate committee rooms, restrooms, and other locations at the Capitol complex
- Operates the cash register for customer transactions
- Organizes and fills bill slots
- Sorts and files US and State mail

- Organizing, tidying and sanitizing front office and break room regularly
- General copying and printing
- Laminating
- May deliver print jobs to committee rooms, offices, and floor of the House and/or Senate

TYPICAL QUALIFICATIONS:

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 to prioritize workflow and meet established deadlines
- The physical ability to bend, stretch, stoop to get bills categorized and organized
- Must be nonpartisan

Minimum qualifications:

- Ability to learn and be proficient with internal computer applications and electronic technology
- Proficient with computers and software applications, particularly MS Word and Outlook
- Experience working in a professional office setting; the ability to work well with others
- Must be able to work extended hours from approximately January to mid-March 2022. General work hours will be 7:30 a.m. to 4:30 p.m. or 8 a.m. to 5 p.m., Monday through Friday with MLK and Presidents Day off without pay.

PAY: \$17.00 per hour, no benefits

APPLICATION INSTRUCTIONS: Send a cover letter and resume to hr@le.utah.gov

SUPPLEMENTAL INFORMATION: *The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Rebecca Smyrniotopoulos at rsmyrn@le.utah.gov or 801-326-1601.*

Employees in this position serve at the pleasure of the appointing officer in an at will status. This is not a career service position. Employees may be terminated at any time without cause.