



UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115

SALT LAKE CITY, UTAH 84114

801-538-1035 - SENATE.UTAH.GOV

The Utah Senate invites applications for the position of:

SENATE AMENDING CLERK

PHYSICAL ADDRESS: Utah State Capitol, 350 N State Street, Suite 320, Salt Lake City, UT 84114

CLOSING DATE: Open until filled

JOB DESCRIPTION: The Utah Senate is seeking to fill a flexible **part-time seasonal Amending Clerk** position. This is a nonpartisan position. Individuals hired for this position will serve during the Legislature's annual general session from January 6 to March 7. This position will work daily during Senate sessions and may require extended hours the last two weeks of the session. Business professional dress is required, including a tie and sports coat or suit jacket for men.

RESPONSIBILITIES: This position is a unique opportunity to participate in the legislative process behind the scenes by assisting the Secretary of the Senate with amending and engrossing Senate and House legislation.

Some examples of daily responsibilities include:

- Following the Secretary of the Senate's direction and instruction
- Ensuring that amendments are properly incorporated into legislation by comparing digital versions of amendments with original versions
- Using specialized legislative software to complete incorporation of amendments
- Working with drafting attorneys to address issues with amendments
- Maintaining and filing official versions of legislation and amendments
- Preparing official transmittal letters for each piece of legislation to be sent to the House of Representatives and ensuring the prompt delivery and receipt of transmitted legislation
- Other duties as assigned

TYPICAL QUALIFICATIONS:

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

- Punctuality, dependability, and nonpartisanship is a **MUST** for this position
- Ability to deal with people in a manner which shows sensitivity, tact, and professionalism
- Familiarity with an office environment
- Ability to use Microsoft Office products and other legislative software
- Excellent oral and written communication skills
- Ability to organize, prioritize, and work under pressure and time constraints
- Ability to organize information in a clear and concise manner
- Maintain a highly organized work area
- Exhibit good work ethics and integrity

SALARY: \$20.00

BENEFITS: None

If interested, please email cover letter and resume to Phalin Flowers, pflowers@le.utah.gov.