



# Office of Legislative Research and General Counsel

John Q. Cannon, Director  
Victoria Ashby, General Counsel

W210 State Capitol Complex | Salt Lake City, UT 84114 | Phone: 801.538.1032

STATE OF UTAH  
invites applications for the position of:

## **NONPARTISAN LEGISLATIVE ASSOCIATE GENERAL COUNSEL, JOB #42991**

**PHYSICAL ADDRESS:** Utah Legislature  
Office of Legislative Research and General Counsel  
210 House Building State Capitol Complex  
Salt Lake City, UT 84114

**CLOSING DATE:** **October 21, 2024**

### **JOB DESCRIPTION:**

A legislative associate general counsel for the Utah Legislature is a lawyer who provides nonpartisan legal services to the Utah Legislature under the direction of the Legislature's general counsel. The Legislature's general counsel, deputy general counsel, and a team of more than 20 other lawyers currently employed as managing, senior, and associate general counsels, provide nonpartisan legal services to all 104 members of the Legislature.

The Office of Legislative Research and General Counsel is looking for an attorney who is able to function effectively in a high pressure, fast-paced, political environment and work on legislation that promotes various public policy positions while maintaining objectivity and neutrality.

### **POSITION RESPONSIBILITIES:**

- Under the direction of the general counsel, serve as legal counsel to the Legislature, the majority and minority leadership of the House and Senate, the Legislature's committees, subcommittees, and task forces, individual legislators, each of the Legislature's staff offices and, under certain circumstances, to individual legislative staff members.
- Draft legislative bills, resolutions, substitutes, amendments, legal opinions, contracts, court pleadings, and other legal documents and give advice and counsel regarding those documents to legislative clients.
- Conduct and present legal and policy research and information for, and provide staff services to, legislative committees and individual legislators.
- Perform other duties as required, including:
  - preserving, reviewing, classifying, duplicating, and filing records created or received by the associate general counsel;
  - assisting in correcting, editing, and updating the Utah Code;
  - serving on workgroups and committees within or on behalf of the Office of Legislative Research and General Counsel;
  - assisting with contracts, regulatory compliance, and other matters related to in-house counsel functions for the legislative branch;
  - conducting litigation on behalf of the legislative branch and its members; and



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- completing other duties assigned by the director or general counsel.

## **POSITION QUALIFICATIONS:**

- Be a current member of the Utah State Bar in good standing.
- Demonstrate familiarity with legislative process.
- Demonstrate proficiency in:
  - Writing;
  - Legal analysis;
  - Oral communication;
  - Providing objective, neutral, and in-depth legal analysis and conclusions; and
  - Interpersonal communication and relationships.

## **Other Requirements:**

- This position is a non-partisan position, and the incumbent must be able to be objective and neutral, especially when working with partisan members of the House, Senate, and public.
- Must be willing and able to work in-person (this position has a hybrid schedule of in-office and remote workdays; the schedule is subject to change based on the needs of the Legislature; however, the incumbent is required to be in-person 5 days a week during Legislative Session).

**SALARY:** The salary range for this position is \$60.90 to \$91.88 per hour plus comprehensive medical, dental, leave, and retirement benefits. The selected candidate's starting salary will be commensurate with the candidate's education and professional experience.

**SUBMISSION:** Send a cover letter and resume to Brennan Buell at [hr@le.utah.gov](mailto:hr@le.utah.gov) by Monday, October 21<sup>st</sup> by 11:59PM MST. Please include the job title (Legislative Associate General Counsel) and job number (42991) in your email subject line to ensure a prompt response. Failure to submit both a cover letter and resume as attachments to your email may result in disqualification.

## **SUPPLEMENTAL INFORMATION:**

*Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position. 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 accommodation to complete the application process, please contact Brennan Buell, [bbuell@le.utah.gov](mailto:bbuell@le.utah.gov).*

*Veteran's Preference ([Utah Code Ann. 71A-2-102](#)): 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 form the VA stating the disability percentage granted must also be attached.*