



STATE OF UTAH  
invites applications for the position of:  
**LEGISLATIVE BILL & DATA MANAGEMENT SPECIALIST, JOB #32594**

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

**OPENING DATE:** Monday, May 23, 2022

**CLOSING DATE:** Monday, June 13, 2022 at 6 p.m. MST

**JOB DESCRIPTION:**

This position is unique to the Legislative Branch, specifically to the Office of Legislative Research and General Counsel. The primary purpose of this important position is to manage legislative documents and processes over their entire lifecycles. This is not a career service position; people in this role serve at the will of the office director. Extended hours, including the possibility of weekend work, is required during the annual general legislative session, and may be required during special session(s) and the interim.

**POSITION RESPONSIBILITIES:**

- Process bills through a word processing program to input and modify bills drafted or approved by an attorney; monitor their progress at every phase of the legislative process
- Compile, proof and edit the technical components of bill file documents
- Modifying/numbering/substituting/amending bills as appropriate
- Creating reports and producing statistical information
- Enrolling newly passed legislation
- Maintaining various databases
- Design, create and maintain methods for sharing information, streamlining and improving the quality of legislative documents
- Distributing bills to appropriate parties for approval. Preparing and distributing process-related and administrative documents for legislators and legislative staff
- Collaborate with other legislative staff to improve processes while maintaining the integrity of legislative policies and guidelines



**UTAH  
RESEARCH &  
GENERAL COUNSEL**

**JOHN Q. CANNON, DIRECTOR  
JOHN L. FELLOWS, GENERAL COUNSEL**

210 House Building | State Capitol Complex | Salt Lake City, UT 4114 | Phone: 801.538.1032

**POSITION QUALIFICATIONS:**

- A minimum of two years' experience in a professional environment that is demonstrably technically and administratively demanding.
- Highly organized and detail oriented; the ability to prioritize workflow and to meet established deadlines.
- Intermediate to advanced knowledge of MS Office
- Self-starter who can work independently as well as problem solve with the team.
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year.
- **Must be non-partisan**

**SALARY:** The starting hourly wage for this position is \$22.00 plus comprehensive health, welfare, and retirement benefits.

**APPLICATION INSTRUCTIONS:** Submit a cover letter and resume to [hr@le.utah.gov](mailto:hr@le.utah.gov). Incomplete applications will not be considered.

**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 accommodations to complete the application process, contact Rebecca Smyrniotopoulos at [rsmyrn@le.utah.gov](mailto:rsmyrn@le.utah.gov).*

*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 form the VA stating the disability percentage granted must also be attached.*