



Michael E. Christensen  
Director

John L. Fellows  
General Counsel

Opening for  
**Legislative Bill and Data Management Assistant/IT Support**  
Utah Legislature

Office of Legislative Research and General Counsel

**Deadline for Applications: Noon, April 21, 2017**

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time, permanent position for a Legislative Bill and Data Management assistant and Information Technology specialist. Preferential treatment will be given to applicants with previous experience working in this area. Applications will be accepted until noon on April 21, 2017.

Responsibilities for this position include:

- Opening legislation files using in-house programming
- Designing, creating, and maintaining methods for sharing information, streamlining, and improving quality of legislative documents relating specifically to the flow of bills through the entire legislative process
- Database queries and reports
- Preparing and distributing process-related and administrative technical documents for legislators and legislative staff
- Maintaining and organizing files in both written and electronic form
- Compiling, proofing, and technically editing bill file documents
- Physically delivering hard copy documents between legislative buildings
- Organizing and maintaining hard copy files
- Installing software and hardware
- Training and support end users
- Maintain an understanding of the configuration of LRGC software and hardware
- Perform other duties as assigned

This position requires a working knowledge of Microsoft Office365, WordPerfect and basic computer applications. This position also requires reasonable physical activity throughout working hours.

Salary is negotiable. Compensation includes comprehensive health, dental, and retirement benefits.

Utah State Capitol Complex  
House Building, Suite W210  
PO Box 145210  
Salt Lake City, Utah  
84114-5210  
Phone (801) 538-1032  
Fax (801) 538-1712  
[www.le.utah.gov](http://www.le.utah.gov)



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Interested applicants should send a cover letter and resume by email, postal mail, or in person no later than noon, April 21, 2017, to:

Chris Peterson  
c/o Denise Udy  
Office of Legislative Research and General Counsel  
Utah State Capitol Complex  
W210 House Building  
Salt Lake City, Utah 84114  
DeniseUdy@le.utah.gov

The Office of Legislative Research and General Counsel participates in E-Verify.

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 from the VA stating the disability percentage granted must also be attached.

The Utah Legislature is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In compliance with the Americans with Disabilities Act, the Utah Legislature provides reasonable accommodation to individuals with disabilities. For accommodation information or if you need an accommodation to complete the application process, contact the Office of Legislative Research and General Counsel at 801-538-1032.

Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work. Risks are those found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.

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