



UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115

SALT LAKE CITY, UTAH 84114

801-538-1035 - SENATE.UTAH.GOV

The Utah State Senate
invites applications for the position of:

GENERAL AND INTERIM SESSION DOCKET CLERK

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

OPENING DATE: Monday, July 19, 2021

CLOSING DATE: Open until filled

JOB DESCRIPTION: The Utah State Senate is seeking to fill a **part-time seasonal Docket Clerk** position. An individual hired for this position will serve during the Legislature's annual general session. This position will require work for extended hours during interim sessions, which occurs one to two days a month and during the yearly 45-day general session, which takes place from mid-January to mid-March, Monday through Friday (hours vary, 4 hours minimum).

BENEFITS: None

EXAMPLES OF DUTIES: The employee will work in the Senate chamber and perform a wide range of general and agency specific tasks. This position requires strong attention to detail as well as strong organizational skills. Prior Legislative experience is preferred.

- Record votes of the Senators
- Call Senate attendance
- Keep track of each legislative bill votes

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
- Ability to deal with people in a manner which shows sensitivity, tact and professionalism
- Knowledge of principles, practices and procedures of an office environment
- Intermediate skills in Microsoft Office Products such as Word, Excel and PowerPoint
- Skill and ability to use other computer applications
- Excellent written and oral communication skills
- Ability to organize, multitask, prioritize and work under pressure and time restraints
- Ability to organize information in a clear and concise manner
- Maintains highly organized work area
- Exhibit good work ethics, integrity and professionalism

SALARY: \$17.54

If interested, please email cover letter and resume to Jennifer Storie at jstorie@le.utah.gov