



**UTAH HOUSE OF REPRESENTATIVES  
invites applications for the position of:  
Administrative Assistant – House of Representatives, Job #37420**

**PHYSICAL ADDRESS:** Utah House of Representatives  
Salt Lake City, UT 84114

**OPENING DATE:** Friday, May 19, 2023

**CLOSING DATE:** Thursday, June 1, 2023, 6:00 p.m.

**Job Description:**

The House of Representatives is seeking a full-time Administrative Assistant. This is an appointed position and serves at the will of the Speaker of the Utah House of Representatives.

The person who fills this role exercises considerable independent judgment in performing the most complex administrative tasks requiring advanced core skills plus a comprehensive working knowledge of pertinent rules, regulations, policies, procedures, and operations of the House of Representatives.

**Job Duties:**

- Coordinates travel, payments, and reimbursements for legislators and House staff;
- Coordinates physical facilities, such as House office space, arranging all details for office moves, ordering furniture, stationery, office phones, keys, and key cards, and other legislator and staff physical workspace needs;
- Maintains an inventory of all fixed assets;
- Serves as the Budget & Accounting Administrator, performs accounts payable and receivable activities;
- Serves as one of the records coordinators and responds to GRAMA and other records requests as needed;
- Acts as the ADA Coordinator and provides hearing and other devices to assure accessibility to public proceedings;
- Compiles and catalogs records for retention at State archives;
- Assists with House legislative floor processes;
- May provide the public and others with information and assistance on applicable procedures;

- May maintain calendars, schedules and coordinates appointments, meetings, facilities, etc.;
- May receive calls and/or greet visitors, takes and relays messages, responds to requests for information;
- Performs other related duties as directed by the Chief Clerk and;
- Serves as the backup to the Chief Clerk.

**MINIMUM QUALIFICATIONS:**

- 2 years of experience in a senior-level administrative or executive assistant position in a large organization; and
- Experience with budget & accounting and office management.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in business, accounting, or a closely related field; or 4 years of relevant work experience;
- Knowledge of state travel and reimbursement policies;
- Knowledge and skill in utilizing the state FINET system;
- Experience in administrative or executive assistant roles within state government;
- Knowledge of legislative processes.

**SALARY RANGE:**

The pay range for this position is \$30.00 to \$50.00 per hour plus comprehensive medical, dental, leave, and retirement benefits. The selected candidate's starting salary will be commensurate with their education and professional experience.

The work hours for this position will typically be 40 hours a week during standard business hours, and extended work hours will occasionally be required.

**APPLICATION INSTRUCTIONS:** Send a current resume and letter of interest by the closing date/time to [hr@le.utah.gov](mailto:hr@le.utah.gov).

**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 accommodation 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.*