



**UTAH HOUSE OF REPRESENTATIVES
invites applications for the position of:
Chief Clerk, House of Representatives, Job #47034**

PHYSICAL ADDRESS: Utah House of Representatives
350 State Street
Salt Lake City, UT 84114

OPENING DATE: Friday, November 14th 2025

CLOSING DATE: Monday, December 1st 2025 at 5:00pm MDT

Applications will be reviewed as they are received, and the hiring committee reserves the right to hire at any time. For best consideration, please apply by November 23rd, 2025.

JOB DESCRIPTION:

The House of Representatives is seeking a full-time Chief Clerk. The Chief Clerk is appointed by the Speaker of the Utah House of Representatives. This position provides administrative and clerical support to the members of the House of Representatives and advises on legislative procedures and parliamentary practices during the legislative session. The Chief Clerk provides managerial support to the House of Representatives through supervision of full-time staff and session staff. They are responsible for overseeing these employees' work and delegating tasks and responsibilities.

JOB DUTIES:

- Certifies and transmits all legislation to the Senate and informs the Senate of all House actions;
- Assists in the preparation of the House Journal and certifies it as an accurate reflection of House action;
- Makes technical corrections in bills;
- Is the custodian of all official documents;
- Records the number, title, sponsor, each action, and final disposition of legislation;
- Prepares and distributes the daily order of business;
- Advises the Speaker on parliamentary procedure, constitutional requirements, and Joint and House Rules; Assists with amendments to bills;
- Records votes and presents the results to the Speaker;
- Transmits to the Governor all enrolled House bills;
- Supervises House session staff and assigns the duties and responsibilities to House of Representatives session staff during the legislative session;

- HR, financial and payroll tasks; and
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must reside within Utah and be eligible to work in the United States.
- Must be able to work late nights and weekends, especially during the legislative session and interim weeks.
- Working knowledge of the Utah Legislature and its processes.
- Must be able to understand and explain parliamentary practices to elected officials and session staff clearly and concisely in English.
- Experience managing full-time and seasonal staff.
- Working knowledge of HR, payroll, and financial tasks.
- Ability to be professional, courteous, and respectful in all interactions, regardless of partisan affiliation.
- Ability to sit during House of Representatives floor proceedings for long periods of times as well as the ability to carry light items, bend and twist while holding items, driving an automobile, and move between The House of Representatives and Senate Chambers throughout the day.

PREFERRED QUALIFICATIONS:

- Mastery knowledge of the Utah Legislature and its processes.
- At least 5 years of experience working with the Utah Legislature.

SUPPLEMENTAL INFORMATION:

SALARY RANGE: The pay range for this position is \$67.31–\$81.73 per hour depending on experience, plus comprehensive medical, dental, annual leave, and retirement benefits. The starting salary will be commensurate with education and professional experience.

APPLICATION INSTRUCTIONS: Send a cover letter and resume to Jennifer Fife at hr@le.utah.gov by Monday, December 1st by 5:00 PM MST. Please include the job title (Chief Clerk, House of Representatives) and job number (47034) 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.

BENEFITS: The State of Utah offers eligible employees a variety of benefits, including medical, dental, life, and disability insurance, as well as a comprehensive leave program.

EEO STATEMENT:

The State of Utah is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.

ADDITIONAL 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.

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 Jennifer Fife (jfife@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 from the VA stating the disability percentage granted must also be attached.