



# Utah House of Representatives

House Receptionist | 2026

STATE OF UTAH  
invites applications for the position of:

## House Receptionist

**Employer:** Utah State Legislature –  
House of Representatives

**Job Location:** Utah State Capitol

**Job Type:** Part-Time Employee  
(See Job Description)

**Start Date:** July 6, 2026 (flexible)

**Compensation:** \$23.00-25.00 per  
hour / no benefits

**Closing Date:** Until Filled

### Job Description:

The Utah House of Representatives is seeking a part-time Receptionist.

The Receptionist provides administrative support, receives telephone calls, and welcomes guests to House offices. The Receptionist also performs a wide range of general and specific office tasks requiring keyboarding, data entry, word processing, and communication skills. This role must have a working knowledge of basic computer software application programs and the ability to grasp custom software designed specifically for the legislative process. The Receptionist provides various House chamber clerical support and other duties as assigned.

Upon completion of a probationary period (~6 months), this position may be eligible for re-evaluation and potential conversion to a full-time / benefited position based on workload and employee performance.

This is not a career service position. Incumbents serve at the will and pleasure of the Utah House. This is a non-partisan position and will not perform any campaign work or raise funds for any House election. Must be willing to work extended hours and weekends in-person during the legislative session (January-March), the interim, or as needed.

### Example of Duties:

- Receive incoming telephone calls and direct calls to appropriate offices or individuals using a multi-line telephone system.
- Greet visitors, take and relay messages, and respond to requests for information; provide information or direct visitors to appropriate individual or office.
- Distribute legislative information to walk-in visitors who may include the public, constituents, stakeholders, legislators, legislative interns, and the press.
- Prepare and/or process documents; review for accuracy and completeness; update information and/or evaluate against policy.
- Maintain and/or create files or record-keeping systems. Sort, label, file and retrieve documents or other materials.
- Copies and collates documents and performs similar office tasks.
- Open and distribute mail; assist with scheduled events and meetings.



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- Maintain House areas, keeping them organized and clean.
- Support the Chief Clerk as directed during the General and Special Sessions.
- Provide additional administrative support to staff as needed.

## **Minimum Qualifications:**

- Can communicate information and ideas clearly and concisely in writing, and can read and understand information presented in writing.
- Can utilize proper grammar, spelling and punctuation.
- Can operate a computer and other office equipment, and quickly grasp using new software specific to the legislative process.
- Can maintain strict confidentiality, work with multiple Representatives and maintain the trust and confidence of each Representative.
- Can follow written and/or oral instructions.
- Must be nonpartisan.

## **Ideal Candidate:**

- Has strong organizational skills to prioritize workflow.
- Can establish and maintain effective working relationships with co-workers, elected officials and members of the public.
- Has strong computer skills, including the ability to use Microsoft Office Suite.
- Has prior experience with Vantage, State Finance, Concur Travel, or similar systems.
- Can handle sensitive information with integrity and confidentiality.
- Has personal integrity and professional work ethic.
- Has sensitivity, tact and professionalism toward people.
- Has excellent oral and written communication.
- Has knowledge of working in a governmental environment.

**Application Instructions:** Submit a cover letter, resume, and two references by email no later than 5:00 p.m. on Friday, May 29, to [houseadmins@le.utah.gov](mailto:houseadmins@le.utah.gov) with the subject line “House Receptionist, [your name].” Incomplete applications will not be considered.

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## ***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 us at [houseadmins@le.utah.gov](mailto:houseadmins@le.utah.gov).*