



OFFICE OF LEGISLATIVE RESEARCH AND GENERAL COUNSEL

John Q. Cannon, Director

John L. Fellows, General Counsel

STATE OF UTAH
invites applications for the position of:
LEGISLATIVE INFORMATION SPECIALIST, JOB #32414

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Research and General Counsel
210 House Building State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Tuesday, May 10, 2022

CLOSING DATE: Wednesday, May 25, 2022, 5:00 p.m.

JOB DESCRIPTION:

This job is unique to the Office of Legislative Research & General Counsel, a nonpartisan office serving the Utah Legislature. A Legislative Information Specialist coordinates with the Information Technology Office (IT) and supports the Office's Policy Analysts, Associate General Counsels, and Bill and Data Management Team with developing and implementing systems for information and knowledge management.

Position Responsibilities:

- Develop, implement, and manage information and knowledge management systems and tools for better collaboration and communication within the Office, with other legislative offices, and with end users. This includes retrieving, analyzing, reusing, and archiving significant amounts of information and policy and legal knowledge.
- Coordinate between policy analysts, attorneys, bill and data management team, and IT to communicate policy and legal information and knowledge with end users.
- Develop and maintain understanding of end users' information needs with a view to designing and delivering innovative information services.
- Improve applications and website for communicating policy and legal information to end users.
- With IT, designs, develops, and maintains the Office's web presence. Assesses and improves current content and develop best practices for creating high-quality and accessible content.
- Maintain Office's information and knowledge management infrastructure so that staff can find information quickly and share information with end users.

Specific Job Duties:

- Collaborating with IT specialists
- Softlink digital library maintenance
- Bill and data management, including cataloging legislator biographical information, and presenting data in a comprehensive and user-friendly format

- Updating public notice website
- Archiving
- Website design, organization, and user experience (including subject codes)
- General IT (e.g., workflow systems, Microsoft 365 products)
- Hermes Drafting System
- GRAMA requests
- Geographic information systems
- Digitizing more of the physical library collection (e.g., early session laws, Constitutional Revision Commission, other archival documents)
- Assist Legislative Services and IT with other IT needs, printing, and other Legislative-wide GRAMA requests.

Requirements:

- Advanced to expert MS Office skills
- Have strong analytical and problem-solving skills
- Flexible and adaptable
- Ability to manage multiple projects under minimal supervision with excellent attention to detail
- Good interpersonal skills and the ability to work in a team environment.
- Excellent verbal and written communication skills
- Comfortable working in a fast-paced environment
- Sensitivity to confidential information
- Must be nonpartisan

Minimum Qualifications:

- Bachelor’s degree in library science, information science, knowledge management or closely related field. Master’s degree in one of these fields preferred.

SALARY: The salary range for this job starts at \$31.05 per hour in addition to comprehensive medical, dental, leave, and retirement benefits. The selected candidate’s starting salary will be commensurate with their education and professional experience.

APPLICATION INSTRUCTIONS: Submit a cover letter and resume to hr@le.utah.gov no later than 5:00 p.m. on Wednesday, May 25, 2022.

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 Rebecca Smyrniotopoulos at 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.

