



Part-Time Legislative Administrative Assistant

October 2025 | Office of the Legislative Fiscal Analyst

State of Utah
Invites Applications for the position of
Legislative Administrative Assistant, Job # 46797

PHYSICAL ADDRESS: **Office of the Legislative Fiscal Analyst
W310 House of Representatives Building
Salt Lake City, UT 84114**

OPENING DATE: **October 22, 2025**
CLOSING DATE: **Open continuously until filled**

JOB DESCRIPTION:

The Office of Legislative Fiscal Analyst, a nonpartisan office serving the Utah Legislature, is seeking to fill two part-time Administrative Assistant positions. The individuals hired for these positions will perform a wide variety of administrative tasks for the office. These positions are in-office and are not eligible for remote work. Schedule is dependent on staffing needs and is subject to change based on the needs of the Legislature.

KEY RESPONSIBILITIES:

- Processing committee meeting information and documentation, including preparing and posting various committee materials to a public website, reserving meeting spaces, and helping to prepare to committee meetings as needed
- Providing general administrative and clerical support including data entry, scheduling, compiling documents, maintaining and organizing written and electronic files
- Communicating meeting and general office information to legislative staff, legislators, and the public
- Providing receptionist duties including answering telephones, responding to voicemails, greeting and directing visitors to correct destinations
- Planning and coordinating office functions as needed

TYPICAL QUALIFICATIONS:

- Knowledge of principles, practices, and procedures of an office environment
- High degree of professionalism in representing the office to legislators and the public
- Proficient with computers and software applications, including Microsoft Outlook, Word, PowerPoint, Excel
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism
- Exceptional communication, attention to detail, and organizational skills
- Flexibility to work adjusted and/or extended hours as needed throughout the year
- Ability to prioritize tasks effectively and solve problems
- Sensitivity to confidential information
- **Must be nonpartisan; this office impartially serves both the majority and minority parties within the Utah Legislature**

PREFERENCES:

Preference will be given to applicants with prior experience working in a professional office environment.

**SALARY RANGE:**

The work hours for this position will typically be 20 hours a week during standard business hours but adjusted work hours will occasionally be required.

The FY2025 salary range for this position starts at \$23.23 per hour. This position is eligible for limited benefits including paid time off and retirement savings.

APPLICATION INSTRUCTIONS: Send a current resume and letter of interest to 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 Jennifer Fife at jfife@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 from the VA stating the disability percentage granted must also be attached.