



Office of Legislative Research and General Counsel

John Q. Cannon, Director
Victoria Ashby, General Counsel

W210 State Capitol Complex | Salt Lake City, UT 84114 | Phone: 801.538.1032

STATE OF UTAH
invites applications for the position of:

General Session Receptionist (Temporary), Job #43132

PHYSICAL ADDRESS: Utah State Legislature
Legislative Research & General Counsel,
Utah State Capitol Complex
350 N. State Street
Salt Lake City, Utah

OPENING DATE: October 18, 2024

CLOSING DATE: Open until filled; applicants will be interviewed on a rolling basis.

JOB DESCRIPTION:

The Office of Legislative Research and General Counsel (OLRGC), a nonpartisan office that serves the Utah Legislature, is seeking to fill a full time Receptionist position. An individual hired for this position will serve during the Legislature's annual general session from approximately January 20 through March 7, 2025. OLRGC's office hours are Monday through Friday, generally 7:30am to 6:00pm. Extended hours may be required occasionally if the Legislature does not adjourn until later in the evening.

EXAMPLES OF DUTIES:

The employee will perform a wide range of general and agency-specific tasks:

- Answer telephone, screen, and direct calls
- Take and relay messages
- Provide information to callers
- Greet legislators and other visitors who enter the lobby
- Direct visitors to correct destination
- Monitor visitor access and maintain security awareness
- Provide general administrative and clerical support
- Receive and sort mail and deliveries
- Tidy and maintain the reception area

TYPICAL QUALIFICATIONS:

In addition to demonstrating diplomacy in a professional environment, applicants must have a variety of skills:

- Ability to learn basic information about OLRGC's operations
- Ability to deal with people in a manner which shows sensitivity, tact, and professionalism
- Knowledge of principles, practices, and procedures of an office environment
- Excellent verbal communication skills
- Maintain a highly organized work area
- Exhibit good work ethics, integrity, and professionalism
- Skills in Microsoft Office Products such as Word, Excel, and Outlook
- Skill and ability to use other computer applications



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- Ability to organize, multitask, prioritize, and work under pressure and time restraints
- Ability to organize information in a clear and concise manner
- **Must be nonpartisan**

PREFERENCES:

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

SALARY: \$17.64/hour. This position is not eligible for benefits.

APPLICATION INSTRUCTIONS: Apply online via the [Utah Job Opportunities page](#).

(When you click on the posting there is an "Apply" button in the upper right corner of the screen.) Applicants must attach a cover letter and current resume to their application and answer a series of supplemental application questions. Applications not received through the Utah Job Opportunities application system may not be considered. If you need any assistance applying for the position, please reach out to Jennifer Fife (jfife@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 special accommodation to complete the application process, please contact Jennifer Fife, jfife@le.utah.gov.

Veteran's Preference (Utah Code Ann. 71-10-2) 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.