



STATE OF UTAH
invites applications for the position of:

General Session Committee Secretary (temporary), Job #43131

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, a nonpartisan office serving the Utah Legislature, is seeking full-time, temporary General Session Committee Secretaries. An individual hired for this position will serve as a secretary for assigned legislative committees during the Legislature's annual general session. This position will require work, for extended hours, from approximately mid-January through mid-March 2025.

EXAMPLE OF DUTIES:

Prepare minutes of and record votes taken in legislative committee meetings
Provide support for policy analysts and fiscal analysts to meet committee needs
Interact with legislators, employees of the executive and judicial branches, and the public
Post agendas of upcoming legislative meetings
Attend legislative meetings

TYPICAL QUALIFICATIONS:

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

- Excellent oral and written communication skills
- Computer skills
- Organizational skills to prioritize workflow and meet established deadlines

MINIMUM QUALIFICATIONS:

- Ability to learn and be proficient with internal computer applications and electronic technology
- Proficient with computers and software applications, particularly MS Word and Outlook
- Experience working in a professional office setting
- Must be able to work extended hours from approximately mid-January to mid-March 2025
- **Must be nonpartisan**

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



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

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.