



Office of Legislative Research and General Counsel

John Q. Cannon, Director
John L. Fellows, General Counsel

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

STATE OF UTAH

invites applications for the position of:

LEGISLATIVE ASSOCIATE GENERAL COUNSEL, JOB #33353

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

OPENING DATE: Wednesday, September 7, 2022

CLOSING DATE: Open until filled

JOB DESCRIPTION:

An associate general counsel for the Utah Legislature is a lawyer who provides nonpartisan legal services to the Utah Legislature under the direction of the Legislature's general counsel. The Legislature's general counsel, deputy general counsel, and a team of 21 other lawyers currently employed as associate general counsels, provide nonpartisan legal services to all 104 members of the Utah Legislature.

A candidate should possess the temperament and personality to function effectively in a high pressure, fast-paced, political environment. A candidate must be able to maintain neutrality and objectivity, regardless of the candidate's personal beliefs: specifically, the candidate must be able to work with legislators with different party affiliations, opinions, and philosophies, and be able to work on legislation that promotes various public policy positions. Additionally, a candidate must be able to work with legislative attorneys and other legislative staff with varying areas of expertise and varying levels of experience.

POSITION RESPONSIBILITIES:

Each associate general counsel is employed by the Legislature's nonpartisan Office of Legislative Research and General Counsel. Each associate general counsel is assigned responsibility for a portion of the Utah Code, usually within a broad subject area such as Judiciary, Business and Labor, Tax, etc.

The associate general counsel provides legal services, drafting services, policy analysis, and administrative assistance to legislators, legislative committees, and other legislative staff offices, as part of a team that includes the associate general counsel, a policy analyst (who has a master's or doctorate degree) and an administrative assistant.

More specifically, an associate general counsel's duties include:

Representation of legislative clients: Under the direction of the legislative general counsel, an associate general counsel serves as legal counsel to: the Legislature; the majority and minority leadership of the House and Senate; the Legislature's committees, subcommittees and task forces; individual legislators; each of the Legislature's staff offices; and, under certain circumstances, to individual legislative staff members. In providing legal



Office of Legislative Research and General Council

John Q. Cannon, Director
John L. Fellows, General Counsel

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

counsel, an associate general counsel will provide statutory interpretation, constitutional interpretation and analysis, general legal analysis and advice, and, when necessary, represent legislative clients in federal or state courts or before administrative agencies.

Preparation of legislation and other legal documents: Under the direction of the general counsel, an associate general counsel drafts legislative bills, resolutions, substitutes, amendments, legal opinions, contracts, court pleadings, and other legal documents and gives advice and counsel regarding those documents to legislative clients.

Committee work and general guidance to legislative clients: Under the direction of the Director of the Office of Legislative Research and General Counsel and the General Counsel, each associate general counsel, as part of a team, provides staff services to assigned legislative committees and to individual legislators by:

- Assisting committee chairs in planning the work of the committee;
- Drafting legislation and amendments for review by the committee;
- Advising committee chairs and committee members regarding constitutional and legal requirements, legislative rules, and parliamentary procedures relating to the conduct of meetings and the legislative process;
- Conducting legal and policy research for, presenting legal and policy information to, and providing legal analysis for, legislative committees and individual legislators.

Other Tasks: Under the direction of the general counsel, each associate general counsel performs other duties as required, including: preserving, reviewing, classifying, duplicating, and filing records created or received by the associate general counsel; assisting in correcting, editing, and updating the Utah Code; serving on workgroups and committees within or on behalf of the Office of Legislative Research and General Counsel; assisting with contracts, regulatory compliance, and other matters related to in-house counsel functions for the legislative branch; conducting litigation on behalf of the legislative branch and its members; and completing other duties assigned by the director of the Office of Legislative Research and General Counsel or the general counsel.

POSITION QUALIFICATIONS:

A candidate for employment as an associate general counsel must:

- Be a current member of the Utah State Bar in good standing, or become licensed to practice law in Utah on or before November 1, 2022
- Demonstrate proficiency in:
 - Writing
 - Legal analysis
 - Oral communication
 - Providing objective, neutral, and in-depth legal analysis and conclusions
 - Familiarity with the Utah Legislative process
 - Working with others on a team
 - Interpersonal communication and relationships



Office of Legislative Research and General Counsel

John Q. Cannon, Director
John L. Fellows, General Counsel

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

- Attention to detail
- Issue spotting
- Professional temperament
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year
- **Must be non-partisan**

SALARY: The salary range for this position \$38.30 to \$57.55 per hour plus comprehensive medical, dental, leave, and retirement benefits. The selected candidate's starting salary will be commensurate with their education and professional experience.

START DATE: Flexible until December 1, 2022

APPLICATION INSTRUCTIONS: Submit a cover letter and resume to hr@le.utah.gov. Incomplete applications will not be considered.

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 r.smyrn@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.