



Legislative Administrative Assistant

May 2023 | Office of Legislative Research & General Counsel

State of Utah
Invites Applications for the position of
Legislative Administrative Assistant, Job #37246

PHYSICAL ADDRESS: Office of Legislative Research & General Counsel
W210 House of Representatives Building
Salt Lake City, UT 84114

OPENING DATE: Friday, May 12, 2023

CLOSING DATE: Friday, May 26, 2023, 6 p.m. MDT

JOB DESCRIPTION:

The Office of Legislative Research and General Counsel is a nonpartisan office serving the Utah Legislature. Administrative Assistants perform a wide variety of administrative and clerical tasks for analysts, attorneys, legal research, and bill and data management teams. This role also includes staffing legislative committee meetings, participating in work groups, and proofreading legislation.

EXAMPLE OF DUTIES:

- Providing administrative and clerical support to assigned legislative staff teams, including mailing, scanning, copying, compiling electronic documents, and maintaining and organizing written and electronic files
- Answering telephones, responding to emails, managing calendars and contacts, and scheduling meetings
- Formatting documents, including letters, legal or policy briefs, memorandum, PowerPoint presentations, and Excel spreadsheets
- Communicating meeting and general office information to legislative staff, legislators, and the public
- Assisting with legislative meeting logistics, including posting meeting notices and agendas, organizing and distributing meeting documents, reserving meeting space, and communicating meeting information to attendees
- Attending legislative meetings and preparing meeting minutes or notes
- Proofreading documents for proper format, accuracy, and style
- Assisting legislative staff with data entry and research
- Providing occasional receptionist duties as assigned

IDEAL CANDIDATES HAVE:

- Ability to learn and develop working knowledge of the legislative process
- Ability to proofread documents for grammar, punctuation, and typographical errors
- Superior organization skills; excellent verbal and written communication skills
- Flexible and adaptable
- Exceptional attention to detail
- High degree of professionalism in representing the office to legislators and the public
- Comfortable working in a fast-paced environment
- Ability to solve problems
- Sensitivity to confidential information



MINIMUM QUALIFICATIONS:

- Proficient with computers and software applications, including Microsoft Outlook, Word, PowerPoint, Excel, and Adobe Acrobat Pro
- Working level administrative/clerical experience in a professional office setting
- Exceptional communication and proofreading skills, which will be tested during the interview process
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year
- **Must be non-partisan**

Additional Preference May Be Given For:

- Associates degree or combination of related certifications and experience
- Experience conducting basic research

SALARY RANGE:

The work hours for this position will typically be 40 hours a week during standard business hours, but extended work hours will occasionally be required.

The FY2023 salary range for this position starts at \$20.00 per hour plus comprehensive medical, dental, leave, and retirement benefits. Any adjustments to salary ranges for the next fiscal year are made effective June 24.

The selected candidate's starting salary will be commensurate with their education and professional experience.

APPLICATION INSTRUCTIONS: Send a current resume and letter of interest by the closing date/time 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 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 from the VA stating the disability percentage granted must also be attached.