



# 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:

### Legislative Research Assistant, Job #39203

**PHYSICAL ADDRESS:** Office of Legislative Research and General Counsel  
W210 House Building State Capitol Complex  
Salt Lake City, UT 84114

**OPENING DATE:** Wednesday, October 18, 2023

**CLOSING DATE:** Friday, March 8, 2024

---

#### **JOB DESCRIPTION:**

The Office of Legislative Research & General Counsel is a nonpartisan office serving the Utah Legislature. We are looking for a graduate student Research Assistant. This position will begin employment late spring/early summer 2024, will be full-time during the summer months, will have a flexible part-time schedule during the school year (approximately 20 hours per week), and will end in late spring or early summer 2025.

#### **EXAMPLE OF DUTIES:**

- Conducting qualitative and quantitative public policy analysis
- Preparing and presenting information on public policy issues
- Providing research support to policy analysts and attorneys on a wide range of issues

#### **Ideal Candidate:**

- Will have successfully completed one full year in an advanced degree program in public administration, public policy, or a related field such as political science or economics
- Has strong organizational, research, writing, and interpersonal skills
- Can work independently on multiple tasks

#### **Minimum qualifications:**

- Must have an undergraduate degree and be enrolled in an advanced degree program
- Must be non-partisan

**SALARY:** \$24.00 per hour. This is not a benefits-eligible position.



# 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:** Submit a cover letter, resume, and 3 references by email no later than 11:59 pm on Friday, March 8, 2024 to [hr@le.utah.gov](mailto: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 [rsmyrn@le.utah.gov](mailto:rsmyrn@le.utah.gov).*

