



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 #39259

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

OPENING DATE: October 23, 2023

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 **2 part-time temporary Receptionist** positions. An individual hired for this position will serve during the Legislature's annual general session from approximately January 15 through March 1, 2024. 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.

The two part-time receptionist positions will divide the weekly office hours, totaling approximately 20-30 hours each per week.

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



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- 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 PowerPoint
- Skill and ability to use other computer applications
- Ability to organize, multitask, prioritize, and work under pressure and time restraints
- Ability to organize information in a clear and concise manner

PREFERENCES:

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

SALARY: \$18.00/hour. This position is not eligible for benefits.

APPLICATION INSTRUCTIONS: Send a cover letter and resume to hr@le.utah.gov.

SUPPLEMENTAL INFORMATION: 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.

Employees in this position serve at the pleasure of the appointing officer in an at will status. This is not a career service position. Employees may be terminated at any time without cause.