



# 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 Committee Secretary (temporary), Job #39260

**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, 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 2024.

#### **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



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- Experience working in a professional office setting
- Must be able to work extended hours from approximately mid-January to mid-March 2024
- **Must be nonpartisan**

**SALARY:** \$19.00/hour. This position is not eligible for benefits.

**APPLICATION INSTRUCTIONS:** Send a cover letter and resume to [hr@le.utah.gov](mailto: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](mailto: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.*