



Legislative Services Specialist

May 2023

State of Utah
Invites Applications for the position of
Legislative Services Financial/Administrative Specialist, Job #37400

PHYSICAL ADDRESS: Office of Legislative Services
Woo0 House of Representatives Building
Salt Lake City, UT 84114

OPENING DATE: Monday, May 22, 2023

CLOSING DATE: Sunday, June 4, 2023, 6 p.m. MDT

JOB DESCRIPTION:

The Office of Legislative Services (LS), a non-partisan office serving the Utah Legislature, is seeking a high-performing, self-directed, and experienced Legislative Services Specialist who can perform financial and administrative support tasks. This person will perform a wide variety of finance and administrative-related tasks for various offices, staff, and functions, as well as creating and solidifying foundational practices. This position reports to the Legislative Services Manager and works closely with human resources, legislative printing, and IT.

The Office of Legislative Services was created to consolidate internal support functions under one office, to provide expert internal support services for the branch, create efficiencies and economies of scale, and provide consistent processes and practices, while freeing up other staff to focus on their core missions. LS adds new services regularly, and LS jobs and tasks can change frequently. We are looking for someone who not only excels in the duties assigned, but is also adaptable to frequent change, is willing to learn new things, and has exceptional customer service skills. The job duties listed in this announcement likely will be modified over time as new services are added, workloads adjust, attrition occurs, or other factors. If you meet the qualifications, like a challenge and learning new things, enjoy a fast-paced environment full of exciting changes, this may be the job for you.

Remote work options and tuition assistance are available.

EXAMPLE OF DUTIES:

- Invoicing and collections, payables and receivables, cash register and deposits, and other financial tasks
- Employee reimbursements
- Supply ordering
- Code ordering and invoicing
- House & or Senate Journal Clerk Duties
- Preparing the Laws of Utah and final journal shipping & invoicing
- Records and information support. (GRAMA)
- Emergency planning
- Coordination of events, such as team and branch-wide meetings, flu shot clinics, and the charitable fund drive by reserving meeting space, creating fliers, ordering food and other items, completing set up and tear down, etc.
- Create and maintain workflows, business practices, and other documents for all transactional duties.



- Backup for other functions within Legislative Services including copying, printing, binding equipment.

MINIMUM QUALIFICATIONS:

- Experience with technician level financial, administrative and/or payroll systems, such as AP/AR, employee reimbursements, payroll, or related.
- Proficient with computers and software applications, including Microsoft Outlook, Word, PowerPoint, and Excel
- Administrative experience in a professional office setting
- **Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year.**
- **Must be non-partisan.**

PREFERRED QUALIFICATIONS:

- 1-2 years of relevant work experience in finance and administrative support
- Experience with the State of Utah FINET and SAP systems
- Experience with publishing software (Broadvision Quicksilver) or applications like WordPerfect

IDEAL CANDIDATES:

- High performing, self-starter who is experienced in the financial and administrative support fields
- Experience in publishing and proofing
- Experience in taking minutes, court reporting, etc.
- Excellent customer services skills
- Enjoys working in a close team environment, putting the needs of the organization and customers first
- Superior planning and organizational skills
- Flexible and adaptable to a fast-changing environment, in which jobs tasks could be moved, modified, or added as the needs of the branch change
- Exceptional attention to detail:
 - Ability to multitask (listening and taking minutes)
 - Experience with editing and proofing
 - Revising and auditing financial transactions
 - Creating an accurate and detailed account of legislative proceedings
 - Visual and tactile acuity and be proficient and comfortable with technology
- Excellent verbal and written communication skills
- High degree of professionalism
- Ability to solve problems
- Sensitivity to confidential information

SALARY:

The July 1 salary range for this job is \$27.50 to \$44.00 per hour. The selected candidate's actual starting salary will be commensurate with their education and professional experience or will be adjusted from their current salary within the state system. This position is eligible for a full benefits package.

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 form the VA stating the disability percentage granted must also be attached.