



Legislative Administrative Assistant

April 2025 | Office of Legislative Services

State of Utah
invites applications for the position of
Legislative Executive Admin Assistant, Job #44792

PHYSICAL ADDRESS: **Office of Legislative Services**
 Utah State Capitol House Building
 350 N State Street
 Salt Lake City, UT 84114

OPENING DATE: **April 14, 2025**
CLOSING DATE: **April 21, 2025 at 11:59pm**

JOB DESCRIPTION:

The Office of Legislative Services (LSO) is a non-partisan office that provides internal support to the entire legislative branch. LSO provides support in varying ways, such as human resource functions, finance, IT services, printing, and more! As an internal support office, we look for individuals who embody a customer service mindset and demonstrate our values of Respect, Innovation, Service, and Excellence (RISE).

Our LSO Human Resources, Finance, and Printing office is seeking to fill a Legislative Administrative Assistant position. This non-partisan position will be located in the House Building and is exempt from executive branch merit service. The incumbent provides comprehensive administrative support, including scheduling appointments, coordinating meetings, planning and managing events, seminars, and workshops, and arranging travel. Responsibilities also include preparing reimbursements, maintaining and ordering office supplies, reconciling purchasing cards, processing accounts payable, and performing other financial tasks. Additionally, the incumbent provides printing office backup, applicant scheduling and coordination, and general human resource support as needed.

The incumbent for this position must reside in Utah and have the ability to report in-person to work. This position has remote work options, but the incumbent will have a set schedule of in-person and remote workdays. Remote work schedules are subject to change based on business needs. During the annual legislative General Session, the incumbent will be required to be in-person (January through March).

EXAMPLE OF DUTIES:

- Providing administrative and clerical support to the human resources and finance teams, including preparing correspondence, mailing, scanning, copying, compiling electronic documents, and maintaining and organizing both written and electronic files.
- Coordinating meetings and events, including preparing agendas, coordinating logistics, arranging facilities, and managing invitations and attendance.
- Processing travel-related tasks, including reviewing and submitting travel authorizations, processing reimbursements, ensuring timely payments, and maintaining accurate travel records in accordance with established guidelines.
- Handling financial tasks such as purchasing card reconciliation, accounts payable invoicing, and preparing financial reports to ensure accuracy and compliance with established guidelines.
- Coordinating with the executive branch to ensure consistency with financial processes within state systems.
- Supporting recruitment efforts by processing applications, scheduling interviews, coordinating applicant communication, and providing logistical support for recruitment activities across various legislative offices.



- Maintaining office supplies and equipment, including ordering, inventory management, and tracking usage to ensure availability and efficiency.
- Providing backup support for the printing office and document preparation, including formatting, copying, binding, and distributing documents as needed.
- Maintaining a professional rapport when interacting with current and prospective employees, external partners, and the public, ensuring courteous and efficient communication.
- Assisting with human resource processes as needed, including compiling onboarding materials, organizing training sessions, and maintaining personnel records.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Proficient with computer and software applications, including Microsoft Outlook, Word, PowerPoint, Excel, and Adobe Acrobat Pro
- 3-5 years of administrative experience in a professional office setting
- Excellent verbal and written communication skills, including the ability to adapt written communication style based on the task
- Superior organizational skills with the ability to work on multiple projects at one time
- Ability to work in a collaborative group setting
- Ability to maintain confidentiality
- **Ability to be professional, courteous, and respectful in all interactions, regardless of partisan affiliation**

IDEAL CANDIDATE:

- Associate's or bachelor's degree
- Knowledge of the Utah legislative process
- Prior professional experience in an accounting or human resource office

SALARY RANGE: The starting salary for this role will be between \$32 to \$35 per hour plus comprehensive medical, dental, leave, and retirement benefits. The selected candidate's actual starting salary will be commensurate with their education and professional experience.

APPLICATION INSTRUCTIONS: Apply online via the Utah Job Opportunities page. (When you click on the posting there is an "Apply" button in the upper right corner of the screen.) **Applicants must attach a cover letter and current resume to their application and answer a series of supplemental questions.** Failure to attach both a cover letter and resume may result in disqualification. Applications not received through the Utah Job Opportunities application system may not be considered unless prior accommodations are made. If you need any assistance applying for the position, please reach out to Jennifer Fife (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 special accommodation to complete the application process, please contact Jennifer Fife (hr@le.utah.gov).

Veteran's Preference ([Utah Code Ann. 71A-2-102](#)): 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.