



Legislative Services Specialist

May 2023

State of Utah
Invites Applications for the position of
Legislative Senior Systems Specialist, Job #37488

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

OPENING DATE: Thursday, May 25, 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 Senior Systems Specialist to join our team.

This job is unique to the legislative branch. Senior Systems Specialists assist in planning, implementing, and administering local area networks, and provide technical support for users of legislative computer systems. Systems Specialists also install, troubleshoot, and maintain hardware and software, and provide group instruction on legislative software applications. Other tasks may include server administration, database administration, printer management, and other systems both software and hardware.

EXAMPLE OF DUTIES:

- Maintain knowledge of the operation of software, hardware, networks, and application test procedures.
- Set up workstations with computers and necessary peripheral devices (routers, printers, etc.)
- Check computer hardware (HDD, mice, keyboards, etc.) to ensure functionality.
- Install and configure appropriate software and functions according to specifications.
- Develop and maintain local networks in ways that optimize performance.
- Ensure the security and privacy of networks and computer systems.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Organize and schedule upgrades and maintenance without deterring others from completing their work.
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging, etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule.
- Manage Zoom meetings.
- Manage presentation and camera system in committee meetings.
- Help committee members and presenters connect and present during virtual meetings.

MINIMUM QUALIFICATIONS:

- Proven experience as IT Technician or relevant position
- Excellent diagnostic and problem-solving skills.
- Excellent communication ability.



- Outstanding organizational and time-management skills.
- In-depth understanding of diverse computer systems and networks
- Good knowledge of Internet security and data privacy principles.
- A degree in Computer Information Systems, Computer Science, or a relevant field will be an advantage.
- Certification as an IT Technician will be an advantage (e.g., CompTIA A+, Microsoft Certified IT Professional).
- Knowledge of or experience working with Microsoft Intune will be an advantage.
- Self-starter as well as able to work on a team.
- Ability to train end-users on systems and resolutions professionally.
- Other duties as assigned.
- **Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year.**
- **Must be non-partisan.**

SALARY:

The July 1 salary range for this job is \$44.77 to 59.65 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 rsmynn@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 from the VA stating the disability percentage granted must also be attached.