



Office of Legislative Services

Jonny Stewart, Legislative Services Executive Officer

350 North State Street | Suite 23 | Salt Lake City, UT 84114

STATE OF UTAH
invites applications for the position of:
LEGISLATIVE SERVICES IT SESSION WORKER, JOB # 47133

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Services
State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Monday, November 24th, 2025

CLOSING DATE: Open until filled

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 various ways, including 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).

LSO is seeking temporary IT General Session workers. As a temporary IT Session Worker, you will help manage audio/video needs in committee meetings, facilitation and support, and basic desktop/tech support throughout the Session in various settings.

The Ideal Candidate:

The ideal candidate will have a solid knowledge of technological tools that support virtual meetings and be able to provide basic desktop support (both PC and Mac).

Job Duties:

- Manage Zoom committee meetings throughout the annual legislative session
- Manage presentations and camera systems in committee meetings.
- Help committee members and presenters connect and present during virtual meetings
- Provide basic desktop support for PC and Mac users
- Other tasks as assigned.



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Required Qualifications:

- Must have specific knowledge, and preferably experience, supporting virtual processes
- Must be able to work extended hours in-person during the legislative session from approximately mid-January through mid-March 2026, but open to part-time availability between 7 a.m. and 7 p.m.
- Must be non-partisan. Ability to be professional, courteous, and respectful in all interactions, regardless of partisan affiliation.

Salary: \$22.00 per hour. This position is not eligible for benefits.

Application Instructions: Submit a cover letter, resume, and 3 professional references 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 are 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 Jennifer Fife at jfife@le.utah.gov.

Veteran's Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming a 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.