



# Office of Legislative Services

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

State of Utah  
Invites Applications for the position of  
**Legislative Systems Specialist, Job #851**

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

**OPENING DATE:** Thursday, April 30<sup>th</sup>, 2026  
**CLOSING DATE:** Friday, May 15<sup>th</sup>, 2026, 6 p.m. MDT

### **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 demonstrates LSO values.

Legislative Services is seeking a full-time Systems Specialist to assist in planning, implementing and administering local area networks and provide technical support for users on 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.

This is a nonpartisan position that requires flexibility to work extended hours between November and March in preparation for, and during, the annual general legislative session. During the session (January through March), employees are required to work on-site. Outside of the session, employees are primarily office-based, with the option to work remotely on Thursdays and Fridays. Employees must maintain a permanent residence in Utah.

### **EXAMPLE OF DUTIES:**

- Configure personal computers, software and hardware to ensure efficient performance.
- Maintain knowledge of the operation of software, hardware, networks, and application test procedures.
- Configure and install hardware and software to include systems and operating systems, applications, data, file and print servers, communication gateways, network operating hardware and appropriate application software.
- Maintain knowledge of the operation of software, hardware, and networks.
- Assist with problem solving and troubleshooting software, hardware, and processes.
- Check computer hardware (HDD, mice, keyboards, etc.) to ensure functionality.
- Install and configure appropriate software and functions according to specifications.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- 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, presentation and camera system in committee meetings.



### **MINIMUM QUALIFICATIONS:**

- Previous experience with and knowledge of computer hardware and software, including applications, troubleshooting software and tools, Office365, Active Directory
- Excellent diagnostic and problem-solving skills.
- Excellent communication ability.
- Outstanding organizational and time-management skills.
- 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 and willing to work extended hours during the legislative session, on interim days, and as needed throughout the year.**
- Must be non-partisan.**

**SALARY:** \$29.04 - \$37.93 per hour plus comprehensive medical, dental, leave and retirement benefits. The selected candidate's actual starting salary will depend on their education, professional experience, and qualifications. 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](mailto:hr@le.utah.gov). Please submit your application materials as a single PDF document.

### **SUPPLEMENTAL INFORMATION:**

*Employees in this position are classified as exempt under the Fair Labor Standards Act (FLSA).*

*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 ([jfife@le.utah.gov](mailto:jfife@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 form the VA stating the disability percentage granted must also be attached.*