



Part-Time Legislative Administrative Assistant

May 2026 | Office of the Legislative Auditor General

State of Utah

Invites applications for the position of Legislative Administrative Assistant

PHYSICAL ADDRESS: Utah Legislature
Office of the Legislative Auditor General
N385 North Building, State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Tuesday, May 19th 2026

CLOSING DATE: Tuesday, May 26th 2026

JOB DESCRIPTION:

The mission of the Office of the Legislative Auditor General (LAG) is to *Audit, Lead, Achieve: We help organizations improve*. This mission reflects our dedication to ensuring accountability and transparency in government operations, while focusing on improvement and innovation. As part of our team, you'll contribute to the oversight and coordination of high-quality audits that drive positive change in public entities, and help them achieve excellence in all aspects of performance. You'll work in a collaborative, supportive environment where your skills will grow, and your work will have a lasting impact.

LAG is a non-partisan office serving the Utah Legislature. The office is seeking a part-time **Administrative Assistant**. The individual hired for this position will perform a wide variety of administrative tasks for the office. These tasks may include maintaining the calendar of the office director, staffing committee meetings, attending meetings, taking minutes and preparing agendas, organizing information, and other meeting details. This position is in-office and is not eligible for remote work. Schedule is dependent on staffing needs and is subject to change based on the needs of the Legislature. This is not a career service position. Incumbents serve at the will and pleasure of the office director. Must be non-partisan and must be able to work extended hours as needed.

EXAMPLE OF DUTIES:

- Processing committee meeting information and documentation, including preparing and posting various committee materials to a public website, reserving meeting spaces, and helping to prepare to committee meetings as needed
- Providing general administrative and clerical support including data entry, scheduling, compiling documents, maintaining and organizing written and electronic files
- Communicating meeting and general office information to legislative staff, legislators, and the public
- Providing receptionist duties including answering telephones, responding to voicemails, greeting and directing visitors to correct destinations
- Planning and coordinating office functions as needed
- Coordinates office director's schedule/calendar, appointments, meetings and other activities.
- Receives and greets visitors for the office; answers and screens telephone calls; receives, reviews, screens, and responds to written or electronic correspondence, as appropriate.
- Organize meetings and/or conferences/workshops; training, arrange facilities, reservations, speakers, meals, travel, etc.
- Tracks, monitors and follows up to ensure office director/staff deadlines are met
- Other duties as assigned.



MINIMUM QUALIFICATIONS:

- Knowledge of principles, practices, and procedures of an office environment
- High degree of professionalism in representing the office to legislators and the public
- Proficient with computers and software applications, including Microsoft Outlook, Word, PowerPoint, Excel
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism
- Exceptional communication, attention to detail, and organizational skills
- Flexibility to work adjusted and/or extended hours as needed throughout the year
- Ability to prioritize tasks effectively and solve problems
- Ability to work in a collaborative setting
- Sensitivity to confidential information
- **Must be nonpartisan; this office impartially serves both the majority and minority parties within the Utah Legislature**

PREFERRED QUALIFICATIONS

- Knowledge of the Utah legislative process
- Experience with event planning

SALARY RANGE:

The starting salary for this role is typically between \$23.23 and \$30.78 per hour. The selected candidate's actual starting salary will be commensurate with their education and professional experience. This position is not eligible for benefits.

All offers of employment for positions within the Office of the Legislator General are issued conditioned upon successful completion of an FBI-level (fingerprint) background check administered by BCI. Once employed, an employee is subject to the FBI's on-going process of continuous monitoring for criminal and arrest records.

APPLICATION INSTRUCTIONS: Send a cover letter and resume to hr@le.utah.gov no later than Tuesday, May 26th 2026. Please combine application materials into a single PDF document.

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 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 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.