



Office of Legislative Research and General Counsel

John Q. Cannon, Director
Victoria Ashby, General Counsel

W210 State Capitol Complex | Salt Lake City, UT 84114 | Phone: 801.538.1032

State of Utah

Invites applications for the position of:

Legislative Counsel Fellowship Job # 40104

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Research and General Counsel
210 House Building State Capitol Complex
Salt Lake City, UT 84114

POSTING DATE: **January 15, 2024**

CLOSING DATE: **February 1, 2024, 11:59 PM**

JOB DESCRIPTION:

The Office of Legislative Research & General Counsel is a nonpartisan office serving the Utah Legislature. The Legislature's general counsel, deputy general counsel, and a team of 24 other lawyers currently employed as associate general counsels, provide nonpartisan legal services to all 104 members of the Legislature.

The Office's Legislative Counsel Fellowship is a one-year position for emerging attorneys (0-2 years out of law school) who are interested in gaining practical experience in areas of constitutional law and legislative drafting.

A legislative counsel fellow must function effectively in a political environment and work on legislation that promotes various public policy positions while maintaining objectivity and neutrality.

The legislative counsel fellowship will be full-time. It will begin August 2024 and end August 2025.

GENERAL DUTIES AND RESPONSIBILITIES:

- Conducting legal and policy research for the general counsel, deputy general counsel, managing staff attorney, associate general counsels, legislative committees, and individual legislators;
- Attending meetings, hearings, and other activities relevant to the legislative process;
- Drafting legislation; and
- Assisting with other matters related to in-house counsel functions and litigation for the legislative branch.

POSITION QUALIFICATIONS:

- Current 3Ls or applicants intending to take the July 2024 Utah State Bar examination.
- Successful completion of the Utah State Bar examination and membership in good standing in the Bar by November 2024.
- Proficiency in legal research, analysis, and writing.



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- Proficiency in interpersonal communication and relationships.
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year.
- Must be nonpartisan.

SALARY: \$38.46 per hour (\$80,000 per year) plus comprehensive medical, dental, leave, and retirement benefits.

APPLICATION INSTRUCTIONS: Send a cover letter, resume, transcript, and references to Brennan Buell, bbuell@le.utah.gov. Unofficial transcripts are acceptable. Please include the job title (Legislative Counsel Fellow) and job number (40104) in your email subject line to ensure a prompt response.

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 Brennan Buell, bbuell@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.