



Legislative Administrative Assistant

October 2024 | Legislative Research and General Counsel

State of Utah
Invites Applications for the position of
Legislative Administrative Assistant, Job #43162

PHYSICAL ADDRESS: **Office of Legislative Research & General Counsel
W210 House of Representatives Building
Salt Lake City, UT 84114**

OPENING DATE: **Tuesday, October 22, 2024**

CLOSING DATE: **Sunday, November 3, 6 p.m. MDT**

JOB DESCRIPTION:

The [Office of Legislative Research and General Counsel](#) is a nonpartisan office serving the Utah Legislature. Administrative Assistants perform a wide variety of tasks for policy analysts, attorneys, legal research, and bill and data management teams. This role also includes staffing legislative committee meetings, participating in working groups, and proofreading legislation.

EXAMPLE OF DUTIES:

- Providing administrative and clerical support to assigned legislative staff teams, including mailing, scanning, copying, and compiling electronic documents, and maintaining and organizing written and electronic files
- Creating new, and formatting existing documents, including letters, legal or policy briefs, memorandum, PowerPoint presentations, and Excel spreadsheets
- Communicating meeting and general office information to legislative staff, legislators, and the public
- Assisting with legislative meeting logistics, including preparing and posting meeting notices and agendas on committee web pages, organizing and distributing meeting documents, reserving meeting spaces, and communicating meeting information to attendees
- Staffing legislative meetings and preparing meeting minutes
- Proofreading legislation and other documents for proper format, accuracy, and style
- Assisting legislative staff with data entry and research
- Providing receptionist duties including answering telephones and responding to voicemails

IDEAL CANDIDATES HAVE:

- Ability to learn and develop working knowledge of the legislative process
- Ability to proofread documents for grammar, punctuation, and typographical errors
- Superior organizational skills
- Excellent verbal and written communication skills including the ability to adapt written communication style based on the task
- Flexible and adaptable with the ability to work on multiple projects at one time
- Exceptional attention to detail
- High degree of professionalism in representing the office to legislators and the public
- Comfortable working in a fast-paced environment
- Ability to solve problems



- Sensitivity to confidential information
- Ability to work in a collaborative group setting

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Proficient with computers and software applications, including Microsoft Outlook, Word, PowerPoint, Excel, and Adobe Acrobat Pro
- At least three months of experience in a professional office setting
- Exceptional communication and proofreading skills, which will be tested during the interview process
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year
- **Must be nonpartisan; this office impartially serves both the majority and minority parties within the Utah Legislature**

Additional Preference May Be Given For:

- Associate or bachelor's degree
- Knowledge of the Utah legislative process
- Experience conducting research

SALARY RANGE:

The work hours for this position will typically be 40 hours a week during standard business hours, but extended work hours will occasionally be required. This position is eligible for a hybrid schedule of in-office and remote workdays. Schedule is dependent on staffing needs and is subject to change based on the needs of the Legislature.

The FY2025 salary range for this position starts at \$22.66 per hour plus comprehensive medical, dental, leave, and retirement benefits. The selected candidate's starting salary will be commensurate with their education and professional experience.

APPLICATION INSTRUCTIONS: Send current resume and cover letter as email attachments by Sunday, November 3rd at 6PM MDT to hr@le.utah.gov. We ask that in your cover letter you address the following three things: 1) Why you're interested in working in this role, 2) How you meet the qualities listed under the "Ideal Candidate" section above, and 3) How you meet the qualifications for the position. Application submissions that do not follow these instructions may be considered incomplete.

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 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.