



Office of Legislative Research and General Counsel

John Q. Cannon, Director
Victoria Ashby, General Counsel

405 No Capitol Complex | Salt Lake City, UT 84114 | Phone: 801.538.1032

STATE OF UTAH
Invites applications for the position of:

LEGISLATIVE RESEARCH ASSISTANT

The Office of Legislative Research and General Counsel, a non-partisan professional staff office of the Utah Legislature, is seeking applications for the position of Legislative Research Assistant.

Closing Date: **Open until filled**

Physical Address: Utah Legislature
Office of Legislative Research and General Counsel
450 N State Street
405 North Capitol Building
State Capitol Complex
Salt Lake City, UT 84114

DESCRIPTION

This job posting will remain open until filled. For priority consideration, please submit application materials following the instructions below by April 15, 2026. We hope to make a hiring decision by mid-May.

The Utah Legislature and its legislative work environment offer a uniquely rewarding and fulfilling workplace for those interested in helping lawmakers achieve their policy goals. The Office of Legislative Research and General Counsel (OLRGC) is a non-partisan professional staff office of the legislature that facilitates legislative processes and provides policy and legal services to all legislators. OLRGC is seeking applications for a graduate student research assistant. The research assistant will work across several subject matter areas to provide nonpartisan policy-related services to OLRGC policy analysts on legislation, research requests, and committee-related work.

RESPONSIBILITIES

- Perform research and policy analysis assignments, which may include:
 - familiarizing yourself with, and conducting background research on, subject-area specific topics;
 - researching and analyzing policies and programs;
 - conducting qualitative and quantitative public policy analysis; and
 - conducting or identifying multi-state policy comparisons.
- Respond to policy analysts' requests for research and policy analysis assistance on a wide range of issues.
- Organize and communicate work products and completed assignments both orally and in written form.
- Prepare and present information on public policy issues.



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MINIMUM QUALIFICATIONS

- Possess a bachelor's degree and be enrolled in a master's degree program for public administration, public policy, political science, or another related discipline.
- Candidates must demonstrate:
 - Strong interpersonal skills
 - Excellent research and analytical skills
 - Excellent writing and oral communication skills with the ability to adapt written communication style to client needs and effectively communicate organized ideas and complex issues
 - Superior organizational skills with the ability to work on multiple projects at one time
 - The ability to provide objective, neutral, and in-depth policy analysis
- OLRGC and its employees are non-partisan, and the candidate must be objective and neutral.
- Candidates must function effectively in a high-pressure, fast-paced political environment and work on legislation and research that promote various public policy positions while maintaining objectivity and neutrality.
- Ability to maintain strict confidentiality.
- Demonstrate the ability to work in an unbiased manner with a variety of professionals who have varying areas of expertise and experience.
- Demonstrate the ability to work independently, collaboratively within a team, and in a group setting, while communicating frequently and clearly.

COMPLEMENTARY SKILLS

Please note any skills or experience in creating professional infographics or interactive digital storytelling tools that integrate multimedia content, such as text, data visualizations, graphics, maps, and embedded media, into a seamless, scroll-driven experience designed to educate and inform (e.g., ESRI StoryMaps, Shorthand, ArcGIS Dashboards, Tableau Public stories).

SALARY, BENEFITS, and SCHEDULE

\$24.00 per hour. This is not a benefits-eligible position. Employment will begin in late spring/early summer 2026 and will be full-time during the summer months, transitioning to a flexible part-time schedule during the school year (approximately 20 hours per week). This position has a hybrid schedule of in-office and remote workdays.

SUBMISSION and NEXT STEPS

Please send a cover letter and resume to Tita Adams at hr@le.utah.gov. Please include the job title (Legislative Research Assistant) in the subject line of your email to ensure a prompt response. Failure to submit both a cover letter and a resume as attachments to your email may result in disqualification.

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.



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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, please contact Jennifer Fife at jfife@le.utah.gov.

Veteran's Preference ([Utah Code Ann. 71A-2-102](#), 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.