



## UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115

SALT LAKE CITY, UTAH 84114

801-538-1035 - SENATE.UTAH.GOV

The Utah Senate invites applications for the position of:

### SENATE PAGE AND RECEPTIONIST

**PHYSICAL ADDRESS:** Utah State Capitol, 350 N State Street, Suite 320, Salt Lake City, UT 84114

**CLOSING DATE:** Open until filled

**JOB DESCRIPTION:** The Utah Senate is seeking to fill two **full-time seasonal Page** positions. These are nonpartisan positions. Individuals hired for this position will serve during the Legislature's annual general session from January 6 to March 7. These positions will work daily during business hours and may require extended hours the last two weeks of the session. Business professional dress is required, including a tie and sports coat or suit jacket for men.

**RESPONSIBILITIES:** This position is a unique opportunity to participate in the legislative process behind the scenes by assisting the Secretary of the Senate in the Senate chamber and assisting with reception responsibilities when the Senate is not in session.

Some examples of daily responsibilities include:

- Be present in the Senate chamber during each daily session
- Follow the Secretary of the Senate's direction and instruction
- Deliver handouts to Senators (bills, daily order of business, messages, etc.)
- Be attentive to Senators' legislative needs during each daily session
- File bills and other documents
- Deliver bills from legislative printing to the Senate or the House of Representatives
- Reception responsibilities in the East office building when Senate is not in session
- Other duties as assigned

### TYPICAL QUALIFICATIONS:

In addition to demonstrating diplomacy in a professional environment, applicants must have a variety of skills:

- Punctuality, dependability, and nonpartisanship is a **MUST** for this position
- Ability to deal with people in a manner which shows sensitivity, tact, and professionalism
- Familiarity with an office environment
- Excellent oral and written communication skills
- Ability to organize, prioritize, and work under pressure and time constraints
- Ability to organize information in a clear and concise manner
- Maintain a highly organized work area
- Exhibit good work ethics and integrity

**SALARY:** \$20.00

**BENEFITS:** None

If interested, please email cover letter and resume to Phalin Flowers, [pflowers@le.utah.gov](mailto:pflowers@le.utah.gov).