



UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115
SALT LAKE CITY, UTAH 84114
801-538-1035 - SENATE.UTAH.GOV

The Utah State Senate
invites applications for the position of:

SENATE GENERAL SESSION PAGE

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 State Senate is seeking to fill 2 **part-time flexible seasonal Page** positions. An individual hired for this position will serve during the Legislature's annual general session from January 19 to March 8. This position will work during Senate floor time from Monday ranging from 8am to 12pm and 2pm to 5pm (time varies depending on week of session. Guaranteed 4 hours a day.) Business professional dress is required. (Men: suit jacket and tie, Woman: business)

BENEFITS: None

EXAMPLES OF DUTIES: The employee will perform a wide range of general and agency specific tasks.

- Be seated in the Senate chamber during session floor time
- Deliver handouts to Senator (Bills, Daily Order of Business, Intra-office messaging, etc.)
- Be attentive to Senators legislative needs while on the floor
- Be attentive to Secretary of the Senate's direction and instruction
- File bills
- Run bills from printing to chamber
- Stay on floor for entirety of chamber time
- Duties as assigned

TYPICAL QUALIFICATIONS:

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

- Excellent verbal and written communication skills
- Ability to deal with people in a manner which shows sensitivity, tact and professionalism
- Knowledge of principles, practices and procedures of an office environment
- Ability to organize, multitask, prioritize and work under pressure and time restraints
- Ability to organize information in a clear and concise manner
- Maintains highly organized work area
- Exhibit good work ethics, integrity and professionalism
- Non-partisan professional demeanor

SALARY: \$12.98

If interested, please email cover letter and resume to Jennifer Storie at jstorie@le.utah.gov