



UTAH STATE SENATE

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STATE OF UTAH invites applications for the position of: **SENATE RECEPTIONIST**

PHYSICAL ADDRESS:

Utah Legislature
Utah Senate
350 North State Street, Suite 320
Salt Lake City, UT 84114

OPENING DATE:

6/03/2024

CLOSING DATE:

Until Filled

JOB DESCRIPTION:

The Utah Senate is seeking a full-time Receptionist.

The Receptionist provides administrative support, receives telephone calls, and welcomes guests to the Senate offices. The Receptionist will provide various Senate chamber clerical support and other duties as assigned.

The Receptionist performs a wide range of general and specific office tasks requiring keyboarding, data entry, word processing, and communication skills. This role must have a working knowledge of basic computer software application programs and the ability to grasp custom software designed specifically for the legislative process.

This is not a career service position. Incumbents serve at the will and pleasure of the Utah Senate. This is a non-partisan position and will not perform any campaign work or raise funds for any Senate election. Must be willing to work extended hours and weekends during the legislative session (January-March), the interim, or as needed.

EXAMPLES OF DUTIES:

- Receive incoming telephone calls and direct calls to appropriate offices or individuals using a multi-line telephone system.
- Greet visitors, take and relay messages, and respond to requests for information; provide information or direct visitors to appropriate individual or office.

- Distribute legislative information to walk-in visitors who may include the public, constituents, stakeholders, legislators, legislative interns, and the press.
- Prepare and/or process documents; review for accuracy and completeness; update information and/or evaluate against policy.
- Maintain and/or create files or record-keeping systems. Sort, label, file and retrieve documents or other materials.
- Copies and collates documents and performs similar office tasks.
- Open and distribute mail; assist with scheduled events and meetings.
- Maintain Senate areas, keeping them organized and clean, including the beverage area.
- Support the Secretary of the Senate as directed during the general and extraordinary sessions.

MINIMUM QUALIFICATIONS:

- Can work in-person Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Can communicate information and ideas clearly and concisely in writing, and can read and understand information presented in writing.
- Can utilize proper grammar, spelling and punctuation.
- Can operate a computer and other office equipment, and quickly grasp using new software specific to the legislative process.
- Can maintain strict confidentiality, work with multiple Senators and maintain the trust and confidence of each Senator.
- Can follow written and/or oral instructions.

IDEAL CANDIDATE:

- Has strong organizational skills to prioritize workflow.
- Can establish and maintain effective working relationships with co-workers, elected officials and members of the public.
- Has strong computer skills, including the ability to use Microsoft Office Suite.
- Can handle sensitive information with integrity and confidentiality.
- Has personal integrity and professional work ethic.
- Has sensitivity, tact and professionalism toward people.
- Has excellent oral and written communication.
- Has knowledge of working in a governmental environment.

SALARY:

The salary range for this position is \$18-\$23 an hour.

BENEFITS:

This position is eligible for a full benefits package, including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual (vacation), sick and holiday pay.

APPLICATION INSTRUCTIONS:

Submit a cover letter and resume via email to utahsenate@le.utah.gov. In the subject line, put “position title, your name.”

SCHEDULE CODE: AN – Employees of the Legislature. At-will: 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.

EEO STATEMENT: 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, contact Mark Thomas at 801-708-5336.