



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: 5/18/2026

CLOSING DATE: Until filled

JOB DESCRIPTION:

The Utah Senate is seeking a full-time, in-person Receptionist to provide administrative and front office support to Senators and Senate staff. This position serves as the first point of contact for visitors and callers and plays an important role in maintaining a professional, welcoming and nonpartisan office environment.

The Receptionist:

- Provides administrative support to Senate staff and elected Senators.
- Answers and directs incoming telephone calls.
- Welcomes visitors and guests to Senate offices.
- Assists members of the public with general information and directions.
- Supports daily office operations and administrative functions.
- May be required to work extended hours and occasional weekends during the annual legislative session (January-March) and interim meetings, as needed.

Senate staff are nonpartisan staff and do not perform campaign work or raise funds for any Senate election.

KEY RESPONSIBILITIES:

- Serve as the “face of the Senate” by maintaining a professional appearance, demeanor and office environment.

- Answer calls to the Senate main line and direct callers to the appropriate office or individual.
- Provide basic information using legislative websites and reference materials.
- Greet visitors and direct them appropriately.
- Distribute daily mail to Senators and Senate staff.
- Maintain public office areas, including reception and beverage spaces, in an organized and presentable manner.
- Monitor and restock office supplies, ensure printers have paper and report maintenance needs.
- Assist with routine administrative and financial tasks, including payroll and accounts payable approvals.
- Assist the Secretary of the Senate during the legislative session with compiling the daily journal.

MINIMUM QUALIFICATIONS:

- Ability to work in person Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Ability to adapt to both busy and slower-paced work periods.
- Strong written and verbal communication skills.
- Proficiency in grammar, spelling and punctuation.
- Ability to operate standard office equipment and learn software related to the legislative process.
- Ability to maintain strict confidentiality and neutrality.
- Ability to follow written and verbal instructions while exercising initiative and sound judgment.
- Ability to work professionally with Senators, staff and members of the public.
- Applicants must be legally authorized to work in the United States at the time of application and throughout employment. The Senate does not provide employment visa sponsorship for this position.

IDEAL CANDIDATE:

- Builds and maintains effective working relationships.
- Demonstrates professionalism, tact and strong interpersonal skills.
- Has strong organizational and time-management abilities.
- Is proficient in Microsoft Office Suite and general computer applications.
- Handles sensitive information with discretion and confidentiality.
- Demonstrates integrity, reliability and professionalism.
- Has experience working in a professional office or governmental environment.

SALARY: \$20–\$24 per hour, depending on qualifications and experience.

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

WORK LOCATION: Utah State Capitol, Salt Lake City. This is a full-time, in-person position.

APPLICATION INSTRUCTIONS: Submit the following materials via email to utahsenate@le.utah.gov with the subject line: “[Position Title] – [Your Name]”

Required Documents

- Cover Letter
- Resume
- Two References

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, please email utahsenate@le.utah.gov.