STATE OF UTAH
invites applications for the position of:
GENERAL SESSION COMMITTEE SECRETARY, Job #25221

PHYSICAL ADDRESS: Utah State Legislature
Office of Legislative Research and General Counsel
210 House Building State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: November 10, 2020
CLOSING DATE: Open until filled; applicants will be interviewed on a rolling basis.

JOB DESCRIPTION:
The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking full-time, temporary General Session Committee Secretaries. An individual hired for this position will serve as a secretary for assigned legislative committees during the Legislature’s annual general session. This position will require work, for extended hours, from approximately mid-January through mid-March 2021.

EXAMPLE OF DUTIES:
• Prepare minutes of and record votes taken in legislative committee meetings
• Provide support for policy analysts and fiscal analysts to meet committee needs
• Interact with legislators, employees of the executive and judicial branches, and the public
• Post agendas of upcoming legislative meetings
• Attend legislative meetings

TYPICAL QUALIFICATIONS:
In addition to demonstrating a high degree of flexibility and diplomacy in a professional environment, applicants must have a variety of skills:
• Excellent oral and written communication skills
• Computer skills
• Organizational skills to prioritize workflow and meet established deadlines

Minimum qualifications:
• Ability to learn and be proficient with internal computer applications and electronic technology
• Proficient with computers and software applications, particularly MS Word and Outlook
• Experience working in a professional office setting
• Must be able to work extended hours from approximately mid-January to mid-March 2021.
PAY: $15.00 per hour, no benefits

APPLICATION INSTRUCTIONS: Send a cover letter, resume, and 3 references to hr@le.utah.gov

SUPPLEMENTAL INFORMATION: 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 Debbie Cragun at 801-326-1600.

Employees in this position serve at the pleasure of the appointing officer in an at will status. This is not a career service position. Employees may be terminated at any time without cause.

Veteran’s Preference (Utah Code Ann. 71-10-1, 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.