



OFFICE OF LEGISLATIVE SERVICES

Debbie Cragun, Legislative Services Administrator
Cameron Blair, IT Administrator

STATE OF UTAH
invites applications for the position of:
SYSTEMS SPECIALIST, JOB #32867

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Services
W000 House Building State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Thursday, June 16, 2022

CLOSING DATE: Open until filled. Applications will be considered on a rolling basis beginning Tuesday, June 21, 2022.

Job Description:

Legislative Services is seeking a full-time Systems Specialist to assist in planning, implementing and administering local area networks and provide technical support for users on legislative computer systems. Systems Specialists also install, troubleshoot and maintain hardware and software, and provide group instruction on legislative software applications. Other tasks may include server administration, database administration, printer management, and other systems both software and hardware.

Job Duties:

- Configure personal computers, software and hardware to ensure efficient performance
- Configure and install hardware and software to include systems and operating systems, applications, data, file and print servers, communication gateways, network operating hardware and appropriate application software.
- Maintain knowledge of the operation of software, hardware, and networks.
- Assist with problem solving and troubleshooting hardware, software, processes.
- Manage Zoom/Teams meetings

Qualifications:

- Previous experience with and knowledge of computer hardware and software, including applications, troubleshooting software and tools, Office365, Active Directory
- Ability to determine causes of operating system errors and how to resolve them
- Ability to install equipment, machines, wiring and/or programs to meet specifications

- Self-starter as well as being able to work on a team
- Ability to train end-users on systems and resolutions professionally
- Other duties as assigned

Salary Range: \$23.94 to \$33.41 per hour plus comprehensive medical, dental, leave and retirement benefits. The selected candidate's actual starting salary will depend on their education, professional experience, and qualifications.

Application Instructions:

Submit a resume to hr@le.utah.gov.

