



UTAH STATE LEGISLATURE

STATE CAPITOL • SALT LAKE CITY, UTAH 84114

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STATE OF UTAH

invites applications for the position of:

SYSTEMS SPECIALIST, JOB #30001

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

OPENING DATE: Monday, November 22, 2021

CLOSING DATE: Friday, December 3, 2021, 5 p.m.

Job Description:

This job is unique to the legislative branch. Systems Specialists assist in planning, implementing and administering local area networks or 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
- Design, develop, configure and install hardware and software to include systems and network 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, networks and application test procedures.
- Assist with problem solving and troubleshooting

Qualifications:

- Previous experience with and knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming
- 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: \$21.00 to \$29.31 per hour plus comprehensive medical, dental, leave and retirement benefits.

Application Instructions: **Submit a resume to hr@le.utah.gov no later than 5 p.m. on Friday, December 3, 2021.**

SUPPLEMENTAL INFORMATION:

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.

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 Rebecca Smyrniotopoulos at rsmyrn@le.utah.gov.

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 form the VA stating the disability percentage granted must also be attached.