



Michael E. Christensen
Director

John L. Fellows
General Counsel

Utah State Capitol Complex
House Building, Suite W210
PO Box 145210
Salt Lake City, Utah
84114-5210
Phone (801) 538-1032
Fax (801) 538-1712
www.le.utah.gov

Opening for
Legislative Bill and Data Management Specialist

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: Noon, November 7, 2014

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time Legislative Bill and Data Management Specialist. Applications will be accepted until noon on November 7, 2014.

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, including Microsoft Word, Access, and Excel
- Organizational skills as required to prioritize workflow and meet established deadlines

Responsibilities in this position will include the following:

- Designing, creating, and maintaining methods for sharing information, streamlining, and improving quality of legislative documents
- Database queries and reports
- Preparing and distributing legislative documents for legislators and legislative staff
- Maintaining and organizing files in both written and electronic form
- Compiling, proofing, and editing bill file documents
- Working with the Utah Code database

Salary range: \$18 - \$22. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to

Chris Peterson
Legislative Bill and Data Management Supervisor
W210 House Building
PO Box 145210
Salt Lake City, Utah 84114-5210
cpeterson@le.utah.gov

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