



Michael E. Christensen  
Director

John L. Fellows  
General Counsel

Opening for  
**Legislative Secretary**

**Utah Legislature  
Office of Legislative Research and General Counsel**

**Deadline for Applications: Friday, June 22, 2012 at 5:00 p.m.**

The Office of Legislative Research and General Counsel is accepting applications for permanent, full-time employment for the position of Legislative Secretary. Applications will be accepted through Friday, June 22, 2012, at 5:00 p.m. Applicants must have strong writing, editing, and critical thinking skills, as well as good oral communication proficiencies. Responsibilities include: working within a team of analysts and attorneys; interacting with legislators, employees of the executive and judicial branches, and the public; editing legislation; preparing documents for and attending legislative meetings; preparing minutes of legislative meetings; compiling a committee history for each meeting; organizing committee files; answering phones; and other miscellaneous assignments.

Salary is negotiable. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to:

Chelsea Lloyd  
210 House Building  
PO Box 145210  
Salt Lake City, Utah 84114-5210  
[chelsealloyd@le.utah.gov](mailto:chelsealloyd@le.utah.gov)

Phone: (801) 538-1032  
Fax: (801) 538-1712

The Office of Legislative Research and General Counsel participates in E-Verify.

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](http://www.le.utah.gov)