



Michael E. Christensen
Director

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General Counsel

Opening for Legislative IT Staff

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: Noon, October 31, 2014

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time Legislative IT Staff. Applications will be accepted until noon on October 31, 2014.

In addition to demonstrating a high degree of flexibility and diplomacy in a professional environment, applicants must have a variety of skills:

- Computer Systems and Security
- LANs and Networks
- Third Party Applications
- In House Application Development and Maintenance
- Oral and written communication skills

Responsibilities in this position will include the following:

- Administer and maintain office email system
- Administer and maintain office VOIP system
- Install software and hardware
- Test the streaming and recording interface for the committee rooms and support staff during committee meetings. Interface with vendors for support and upgrades of A/V equipment.
- Troubleshoot application errors and consult with vendors and other staff when unable to resolve the problem.
- Troubleshoot hardware problems and call for service when required
- Train and supports end users
- Maintain an understanding of the configuration of LRGCC software and hardware
- Perform other duties as assigned

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

Interested applicants should send a cover letter and resume by email, postal mail, or in person no later than noon, October 31, 2014, to:

Doug Farr, IT Manager
c/o Phalin Flowers
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