



UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115

SALT LAKE CITY, UTAH 84114

801-538-1035 - SENATE.UTAH.GOV

The Utah Senate
invites applications for the position of:

SENATE DOCKET CLERK

PHYSICAL ADDRESS: Utah State Capitol
350 N State Street, Suite 320
Salt Lake City, UT 84114

CLOSING DATE: Open until filled

JOB DESCRIPTION: The Utah Senate is seeking to fill a **part-time seasonal Docket Clerk** position. An individual hired for this position will serve during the Legislature's annual general session from January 16 to March 1, with the possibility of serving during special and extraordinary sessions throughout the rest of the year. Business professional dress is required, including a tie and sports coat/suit jacket for men.

BENEFITS: None

EXAMPLES OF DUTIES: The docket clerk works in the Senate chamber under the direction of the Secretary of the Senate. This position requires strong attention to detail and organizational skills. Examples of responsibilities include:

- Calling Senate attendance each morning
- Recording Senate votes for actions taken during each daily session
- Tracking passage or failure of each bill and resolution
- Filing and organizing bills and resolutions in possession of the Senate
- Working with a unique legislative software system (training provided)

TYPICAL QUALIFICATIONS:

In addition to demonstrating a high degree of flexibility and diplomacy in a professional environment, applicants must have a variety of skills. Prior Legislative experience is preferred, but not required.

- Punctuality, dependability, and nonpartisanship is a **MUST** for this position
- Ability to deal with people in a manner which shows sensitivity, tact, and professionalism
- Familiarity with an office environment
- Intermediate skills in Microsoft Office Products such as Outlook, Word, and Excel
- Skill and ability to use other computer applications
- Excellent oral and written communication skills
- Ability to organize, prioritize, and work under pressure and time constraints
- Ability to organize information in a clear and concise manner
- Maintain a highly organized work area
- Exhibit good work ethics and integrity

SALARY: \$23.58

If interested, please email cover letter and resume to Phalin Flowers, Secretary of the Senate, at pflowers@le.utah.gov.