



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for Associate General Counsel

Utah Legislature Office of Legislative Research and General Counsel

Deadline for Applications: November 2, 2010

Position Summary: An associate general counsel for the Utah Legislature is a lawyer who provides legal services to the Utah Legislature under the direction of the Legislature's general counsel. The Legislature's general counsel, and the 14 other lawyers currently employed as associates general counsel, provide nonpartisan legal services to all 104 members of the Utah Legislature.

Position Qualifications: A candidate for employment as an associate general counsel must be admitted to practice law in Utah and must be able to demonstrate proficiency in:

- writing;
- legal analysis;
- legal research;
- oral communication;
- working with others in a team; and
- interpersonal communication and relationships.

A candidate should possess the temperament and personality to function effectively in a high pressure, fast-paced, political environment. A candidate must be able to maintain neutrality and objectivity, regardless of the candidate's personal opinion, as the candidate works with legislators with varying party affiliations, opinions, and philosophies.

Position Responsibilities: Each associate general counsel is employed by the Legislature's nonpartisan Office of Legislative Research and General Counsel. Each associate general counsel is assigned responsibility for a portion of the Utah Code, usually within a broad subject area such as Judiciary, Business and Labor, Tax, etc. The associate general counsel provides legal services, drafting services, policy analysis, and administrative assistance to legislators and legislative committees as part of a team that includes the associate general counsel, a policy analyst (who has a masters or doctorate degree), and a secretary.

More specifically, an associate general counsel's duties include:

- **Representation of legislative clients:** Under the direction of the general counsel, an associate general counsel serves as legal counsel to: the Legislature; the majority and minority

leadership of the House and Senate; the Legislature's committees, subcommittees, and task forces; individual legislators; each of the Legislature's staff offices; and, under certain circumstances, to individual legislative staff members. In providing "legal counsel," an associate general counsel will provide statutory interpretation, constitutional interpretation and analysis, general legal analysis and advice, and, when necessary, represent legislative clients in federal or state courts or before administrative agencies.

- **Preparation of legislation and other legal documents:** Under the direction of the general counsel, an associate general counsel drafts legislative bills, resolutions, substitutes, amendments, legal opinions, contracts, court pleadings, and other legal documents and gives advice and counsel regarding those documents to legislative clients.
- **Committee work and general guidance to legislative clients:** Under the supervision of the director of the Office of Legislative Research and General Counsel and the general counsel, each associate general counsel, as part of a team, provides staff services to assigned legislative committees and to individual legislators by:
 - assisting committee chairs in planning the work of the committee;
 - drafting legislation and amendments for review by the committee;
 - advising committee chairs and committee members regarding constitutional and legal requirements, legislative rules, and parliamentary procedures relating to the conduct of meetings and the legislative process; and
 - conducting legal and policy research for, presenting legal and policy information to, and providing legal analysis for, legislative committees and individual legislators.
- **Other Tasks:** Under the direction of the general counsel, each associate general counsel performs other duties as required, including: preserving, reviewing, classifying, duplicating, and filing records created or received by the associate general counsel; assisting in correcting, editing, and updating the Utah Code; serving on workgroups and committees within or on behalf of the Office of Legislative Research and General Counsel; and completing other duties assigned by the director of the Office of Legislative Research and General Counsel or the general counsel.

Application Requirements: Please submit a cover letter and resume by email, postal mail, or in person no later than 5 p.m. November 2, 2010 to:

John Fellows
General Counsel
c/o Phalin Flowers (pflowers@utah.gov)
210 House Building
Utah State Capitol Complex
PO Box 145210
Salt Lake City, Utah 84114-5210