

STATE OF UTAH
invites applications for the position of:

HOUSE MINORITY CONSTITUENT SPECIALIST

SALARY: \$12.50 - \$17.50 Hourly

OPENING DATE: 12/04/15 12:00 PM

CLOSING DATE: 12/11/15 12:00 PM

NUMBER OF OPENINGS: 1

POSITION TYPE: Part-Time (20 Hours/week)

BENEFITS: This position is not eligible for benefits.

PHYSICAL ADDRESS: 350 North State Street Salt Lake City, UT 84114

RECRUITER NAME: Jen Jankowski

RECRUITER TELEPHONE NUMBER: 801-538-1650

RECRUITER EMAIL ADDRESS: jjankowski@le.utah.gov

OVERTIME EXEMPT: Yes

SCHEDULE CODE: AN - Employees of the Legislature

SCHEDULE CODE DESCRIPTION: Schedule A or TL - At will: Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

JOB DESCRIPTION:

IF YOU ARE INTERESTED IN THIS POSITION PLEASE SUBMIT YOUR RESUME BY EMAIL TO jjankowski@le.utah.gov WITH "HOUSE MINORITY CONSTITUENT SPECIALIST" IN THE SUBJECT LINE.

This is a career service exempt job. Employees placed in this position are appointed, non-classified, and exempt from 67-19-12. Employees provide administrative support and help for Utah State Representatives responding to constituents. Employees work closely with Representatives and staff assisting with organizing and originating correspondence, documentation, and other written communication; scheduling and coordinating meetings and appointments. Employees take and relay messages, respond to requests for information; and provide information and/or direct callers/visitors to appropriate individuals. Employees also assist Representatives with miscellaneous research and clerical support, and work with staff to provide solutions to constituent requests. Employees will not raise funds or perform campaign work for any state House race.

Overtime Exempt: Yes

EXAMPLE OF DUTIES:

- Schedules and coordinates appointments, meetings, facilities, meals, equipment, etc. and follows up as needed.
- Writes or drafts correspondence, reports, documents and other written materials.
- Types and prepares written materials from source documents, transcriptions, etc.
- Provides clerical and administrative support and assistance.
- Reviews incoming correspondence; initiates replies as appropriate; routes matters requiring action by staff or other organizations.
- Assists with research on various topics; assists with analyzing and summarizing results.
- Coordinates activities of projects/programs for Representatives and staff, as requested.
- Performs other related duties as directed by the supervisor.

- Acts as a resource to provide information or determine the most effective way of meeting the needs of management, staff, clients or customers.
- Maintains and creates files or record keeping systems.
- Receives calls and greets visitors, takes and relays messages, responds to requests for information; provides information or directs callers/visitors to appropriate individuals.

TYPICAL QUALIFICATIONS:

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- Coordinates the activities or tasks of people, groups and/or organizations
- Finds, gathers, and collects information or data
- Establishes and maintains effective working relationships with employees, elected officials and members of the public.
- Deals with people in a manner which shows sensitivity, tact, and professionalism
- Organizes information in a clear and concise manner
- Researches methods and techniques, information gathering, data collection
- Utilizes proper grammar, spelling, and punctuation
- Operates a computer, fax machine, copier, and other office equipment
- Strong computer skills including ability to use Microsoft Office Suite
- Arranges, coordinates, or schedules appointments and details
- Maintains strict confidentiality; work with multiple Representatives and maintain the trust and confidence of each
- Uses social media in a business environment
- Maintains personal integrity and professional work ethics
- Uses automated software applications
- Enters, transcribes, records, stores, and maintains information in either written or electronic form
- Establishes, organizes, and maintains files
- Follows written and oral instructions
- Follows principles, practices, and procedures of an office environment
- Communicates information and ideas clearly and concisely in writing
- Uses the telephone in a professional and courteous manner
- Maintains a computer database
- Bilingual Spanish a plus

SUPPLEMENTAL INFORMATION:

- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items, etc. Special physical demands are not required to perform the work.
- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g. safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, or gender identity. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.
