



LegIT – Job Description

LegIT Development Team | August 26, 2024

STATE OF UTAH
invites applications for the position of:
JUNIOR QUALITY ASSURANCE ENGINEER, JOB #42564

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Services
Senate Building, State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Monday, August 26, 2024
CLOSING DATE: Tuesday, September 3, 2024.

Job Description:

One of the most rewarding aspects of working with the Legislative IT team at the State of Utah is the essential role your work plays in the legislative process. We are seeking a Junior QA Test Engineer heavily focused on user-centered testing. In this role, you will apply basic knowledge of testing management software, QA methodologies, and user support. You will collaborate closely with cross-functional teams to ensure high-quality releases that meet the needs of those who rely on our applications within the Legislature.

Job Duties:

- Draft and execute targeted test cases driven by business processes and user needs.
- Manual testing from multiple user roles and perspectives.
- Identify issues with applications before they impact the users in production.
- Develop a deep understanding of complex legislative processes and user needs to effectively test and support multiple applications.
- Provide help desk support and training to legislative staff on programs and processes.
- Document and report bugs and errors encountered during test phase.
- Work collaboratively with developers and users to track down and diagnose root causes of issues.
- Proactively identify and recommend enhancements to current processes and workflows.
- Provide feedback to improve the user experience of web pages and applications including design and accessibility enhancements.

Minimum Qualifications:

Skills & Knowledge

- Basic understanding of software QA methodologies and processes.
- Ability to grasp and articulate the user’s perspective to communicate feedback and change requests.
- Strong grasp of grammar and effective written and verbal communication skills.



- Proficiency with computer applications and systems, including familiarity with operating systems, office software, and troubleshooting techniques.

Experience

- Customer Service / Help Desk Support experience.

Personal Attributes

- Adaptability and flexibility in adjusting to new challenges or changes in the work environment.
- Ability to efficiently manage time and prioritize tasks to meet deadlines.
- Proactive at learning new technologies and test methods.

Preferred Qualifications:

- Degree in related field, relevant certifications, or significant practical experience in quality assurance or a related field.
- Strong understanding of web and mobile application development and testing.
- Familiarity with Agile frameworks and regression testing.
- Basic knowledge of programming languages such as Java.
- Previous internship or project experience in QA testing or software development is highly valued.
- Experience with bug tracking systems (JIRA) is advantageous.

Other Requirements:

- **Must be Non-Partisan.**
- Must be eligible to work in the United States.
- Must be able to work late nights and weekends, especially during the legislative session.
- Must be willing to work in-office at minimum 2 days per week, and 5 days per week during legislative session. (This schedule is subject to change based on the needs of the Legislature.)
- Attendance during the legislative session and interim is essential.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc.

Salary Range: The salary is \$28.33 to \$36.82 per hour plus comprehensive medical, dental, leave and retirement benefits.

Application Instructions: Apply online via the [Utah Job Opportunities page](#). (When you click on the posting there is an "Apply" button in the upper right corner of the screen.) Applicants must attach a cover letter and current resume to their application and answer a series of supplemental application questions. Applications not received through the Utah Job Opportunities application system may not be considered. If you need any assistance applying for the position, please reach out to Brennan Buell (bbuell@le.utah.gov).

Supplemental Information:

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. The State of Utah is an equal opportunity



employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodation to complete the application process, please contact Brennan Buell, bbuell@le.utah.gov.

Veteran's Preference ([Utah Code 71A-2-102](#)) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.