



Legislative Services Office

Supporting Idaho's First
Branch of Government

Contacts:

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: November 6 – November 30
Starting Salary Range: \$18.00

Location: Idaho State Capitol, Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Legislative Services Office is accepting applications for the position of

2024 Legislative Session Legislative Information Specialists

Temporary Non-Partisan, Seasonal Positions for the
2024 Legislative Session

RESPONSIBILITIES: Information Specialist positions will work as a team to provide various support services to the Legislature that include communicating general information to the public through phone calls, email, and face-to-face interaction; receiving and transmitting messages for legislators through phone calls and email; sorting, distributing and filing bills; providing mail services, and other tasks as needed. Work schedules can range between 20-40 hours per week.

MINIMUM QUALIFICATIONS: The Information Center is often the first point of contact between the public and the State Legislature; because of this, a professional demeanor and strong communication skills are required, as well as the ability to act in a completely non-partisan manner.

- A strong background in customer service.
- Proficiency with multi-line phone systems, computers, Microsoft Outlook, and Word.
- Experience working in a team environment.
- Ability to take notes and type data in a fast-paced environment.

To Apply: Mail or email a cover letter and resume by **November 30, 2023**, to:

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For additional information see the Legislative Services website at: www.legislature.idaho.gov

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Idaho Legislative Services Office.