Legislative Services Office

Open for Recruitment: October 27, 2023 – November 13, 2023
Starting Salary Range: $18.75 per hour

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

Legislative Session Proofreader

Temporary Part-time Position for the
2024 Legislative Session

RESPONSIBILITIES:

- Proofread legislative documents for sentence structure, grammar, punctuation, spelling, and format
- Read proposed legislation aloud to a partner – checking for accuracy against the Idaho Code
- Track legislation in an electronic management system
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Considerable knowledge of the rules of English usage, spelling, punctuation, and grammar
- Knowledge of proofreading methods; experience preferred
- Ability to work under pressure and in a team setting while meeting deadlines
- Familiarity with proofreader's marks preferred; ability to learn legal terminology

Candidates must have open availability during office hours Monday through Friday beginning January 8, 2024, and flexibility to work additional hours when needed. This position requires sharing office space and working with a proofreading partner.

To Apply: Mail or email cover letter and resume by **Monday, November 13, 2023, to:**

Research and Legislation Division
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054

Email: jobapp@lso.idaho.gov

For additional information see 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.

Legislative Services Office
Supporting Idaho's First Branch of Government

Contacts:

Matt Drake, Div. Mngr.
Legislative Svcs. Office
Research and Legislation
PO Box 83720
Boise, ID 83720-0054

Or

Terri Kondeff,
Director
tkondeff@lso.idaho.gov

700 W, Jefferson
P.O. Box 83720
Boise, ID 83720-0054

Website:
www.legislature.idaho.gov

Email:
jobapp@lso.idaho.gov

Non-Classified Opening