



## Legislative Services Office

Supporting Idaho's First  
Branch of Government

### Contacts:

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Legislative Svcs. Office  
Research and Legislation  
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Or

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

### Website:

[www.legislature.idaho.gov](http://www.legislature.idaho.gov)

### Email:

[jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

**Non-Classified  
Opening**

# Legislative Services Office

**Open for Recruitment:** November 8, 2024 – November 25, 2024  
**Starting Salary Range:** \$19.00 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  
2025 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
- Ability to read aloud for extended periods of time

**To Apply:** Mail or email cover letter and resume by **Monday November 25, 2024**, to:

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

Email: [jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

For additional information see Legislative Services website at: [www.legislature.idaho.gov](http://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.