



Legislative Services Office

*Supporting Idaho's First
Branch of Government*

Contacts:

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Director

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: October 26 – November 13
Starting Salary Range: \$19.00

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

2027 Legislative Session

Part-Time Legislative Information Specialist

Temporary, Part-Time, Non-Partisan, Seasonal Position for the
2027 Legislative Session

POSITION SUMMARY: The Legislative Services Office is hiring part-time Information Specialists for the 2027 legislative session. The session convenes on Monday, January 11, 2027. These temporary positions run until the Legislature adjourns, usually in late March or early April. Paid training will be held on January 7th and 8th.

RESPONSIBILITIES: Information Specialists work as a team to support the Legislature.

Duties include:

- Answering questions from the public by phone, by email, and in person
- Receiving and relaying messages for legislators by phone and email
- Sorting, distributing, and filing bills
- Providing mail services
- Occasionally giving Capitol tours
- Other tasks as needed

MINIMUM QUALIFICATIONS: The Information Center is often the first point of contact between the public and the state legislature. The job therefore requires a professional demeanor, strong communication skills, and the ability to act in a completely nonpartisan manner. Applicants should also have:

- A strong background in customer service
- Proficiency with multi-line phone systems, computers, Microsoft Outlook, and Word
- Experience working in a team environment
- The ability to take notes and enter data accurately in a fast-paced environment
- The ability to work with the public
- Availability to work the assigned part-time schedule for the full session, from January 11, 2027, until adjournment

Candidates may be required to work extra hours when floor or committee schedules run late.

To Apply: Mail or email cover letter and resume by **November 13, 2026 to:**

**Terri Kondeff
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054**

Email: jobapp@lso.idaho.gov

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.