



Legislative Services Office

Idaho State Legislature

Eric Milstead
Director

Serving Idaho's Citizen Legislature

Administrative Assistant

Non-Classified Classification
Legislative Services Office – Central Administration

Open for Recruitment: March 17 – March 31, 2017

Beginning Salary: \$15/hr -Plus Competitive Benefits!

Location(s): Boise State Capitol

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

Typical Duties:

- Coordinates administrative activities requiring frequent contact with the media, the public, volunteers, other state agencies, and governmental officials.
- Staffs legislative interim committees, including taking meeting minutes.
- Composes correspondence from general instructions; formats/types a variety of executive, sensitive, confidential, official, and/or legal documents.
- Maintains calendar of events/activities.
- Purchases office supplies for staff.
- Coordinates Public Records Request responses for the agency.
- Back up Gift Shop cashier.
- First point of contact for visitors to the office, and via phone.
- Assists with accounts payable and PCard transactions.

Minimum Qualifications:

- Good knowledge of office support functions including word processing, filing, composing a variety of business documents, and reception (knowledge of GEMS and State of Idaho Statewide Accounting System a plus).
- Ability to independently solve problems.
- Strong knowledge of grammar and punctuation rules.
- Ability to work in a fast paced, team environment with frequent deadlines while maintaining professionalism.
- Cash handling experience.
- Non – Partisan.

To Apply: Mail or email cover letter, resume and 3 professional references by:

to:

Legislative Services Office
Terri Kondeff
P.O. Box 83720
Boise, ID 83720-0054
Email: jobapp@lso.idaho.gov

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 Division of Human Resources.

Mike Nugent, Manager
Research & Legislation

Cathy Holland-Smith, Manager
Budget & Policy Analysis

April Renfro, Manager
Legislative Audits

Glenn Harris, Manager
Information Technology