



Legislative Services Office

Supporting Idaho's First Branch of Government

Contact:

**Terri Kondeff,
Director**

tkondeff@lso.idaho.gov

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

Website:

legislature.idaho.gov

Email:

jobapp@lso.idaho.gov

Non-Classified Opening

Legislative Services Office

Open for Recruitment: June 25 – July 19, 2024

Starting Salary Range: \$40,000 - \$45,000 DOE, [Plus Competitive Benefits](#)

Location: Idaho State Capitol Building, Boise, Idaho

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](#)

Administrative Assistant

Position Description: Provide professional, nonpartisan administrative support to the Research and Legislation Division of the Idaho Legislative Services Office.

Responsibilities:

- Staff the reception desk for the Research and Legislation Division
- Assists the public with general inquiries about the Legislature
- Directs legislative members, government officials, and lobbyists to appropriate staff members and provides administrative support for legislative drafting and research needs
- Purchases and maintains an inventory of office supplies
- Assists office staff, legislators, and legislative attaches with the processing of legislation
- Staffs legislative interim study committees by organizing meetings, assisting with a/v equipment needs and setup, and taking minutes

Minimum Qualifications: Positive, upbeat attitude and the desire to help is important as this person interacts with citizens and public officials; familiarity with Microsoft Office, teleconferencing, and general office equipment; attention to detail; excellent communication skills; solid knowledge of English usage and grammar; good organizational skills; good Internet searching skills with an understanding of authoritative resources. Degree preferred but experience could substitute. Ability to prioritize tasks and work in a fast-paced, team environment with changing deadlines. Must be non-political and discreet in this nonpartisan office serving legislators of all political affiliations in a confidential capacity. Familiarity with state government and the political process helpful.

About the Legislative Services Office:

- Career long learning opportunities
- Service-First culture
- Opportunity to play an integral role in the governmental process.

To Apply: Mail or email cover letter and resume by **July 19, 2024** to:

Legislative Services Office
Central Administration
P.O. Box 83720
Boise, ID 83720-0054

Email: jobapp@lso.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.