



People Making
A Difference!

Idaho
State Government

Legislative Services
Office

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**Non-Classified
Opening**

Research and Legislation Editor

Non-Classified Classification

Open for Recruitment: April 28 - May 19, 2017

Announcement #

Starting Salary Range: \$50,000 – \$60,000 DOE [-Plus Competitive Benefits!](#)

Location: Idaho Statehouse, 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

Research and Legislation Editor

GENERAL DESCRIPTION: Edits legislation and coordinates the legislation preparation process, from receipt of draft legislation through production of final bills, Session Laws and updated Idaho Code.

RESPONSIBILITIES:

- ▶ Works closely with legislative bill drafters, edits draft legislation for correct grammar, spelling, punctuation, format and consistency;
- ▶ Works under strict timelines, supervises staff to manage the workflow of proofreading, copying and delivering completed bill drafts to legislators to meet critical deadlines;
- ▶ Updates Session Laws and the Idaho Code and works with publication vendors to reflect annual legislative action;
- ▶ Updates the internal legislative database and coordinates with information technology staff on a variety of tasks;
- ▶ Oversees the updating of internal manuals and relevant training sessions;
- ▶ Provides clerical support for off-session activities, including interim committees and rules administration;
- ▶ Participates in professional development seminars and workshops.

MINIMUM QUALIFICATIONS: College degree preferred, and any combination of experience and education that demonstrates knowledge of Idaho Code format and content; strong writing skills, including punctuation, form, style and grammar; experience with proofreading techniques and procedures; planning and layout of complex and technical materials, preparing final copy for publication, and electronic file management and storage systems. Experience with state legislative process is very helpful, and experience working effectively in a team environment is a must.

To apply: Mail or email cover letter and resume by **May 19, 2017**, to:

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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. If you need special accommodations to satisfy testing requirements, please contact the Idaho Legislative Services Office.