



## Legislative Services Office

*Supporting Idaho's First  
Branch of Government*

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## Non-Classified Opening

# Legislative Services Office

**Open for Recruitment:** July 18 - August 7, 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](#)*

## Proofreader (full-time)

**Position Description:** Proofread legislative documents within the Research and Legislation Division of the Idaho Legislative Services Office

**Responsibilities:**

- Proofreads legislative documents and office publications for sentence structure, grammar, punctuation, spelling, and formatting
- Reads proposed legislation aloud to a partner – checking for accuracy against the Idaho Code
- Tracks legislation in an electronic management system
- Ensures accuracy of published Session Laws and updated Idaho Code
- Reads affected code sections and tracks discrepancies between the printed books and the digital database

**Minimum Qualifications:**

- Considerable knowledge of the rules of English usage, spelling, punctuation, and grammar
- Experience proofreading or editing in a professional environment
- Ability to learn legal terminology
- Ability to work under pressure and in a team setting while meeting challenging deadlines
- Must be nonpolitical and discreet in this nonpartisan office serving legislators of all political affiliations in a confidential capacity
- Degree preferred but experience could substitute

**About the Legislative Services Office:**

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

In addition to the year-round 40-hour work week, candidates must have open availability during January through March with flexibility to work additional hours when needed.

**To Apply:** Email cover letter and resume by **August 7, 2024** to: [jobapp@lso.idaho.gov](mailto: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.