



Legislative Services Office

*Supporting Idaho's First Branch
of Government*

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: July 3 – July 19, 2024

Starting Salary Range: \$15.00 - \$16.50/hr DOE

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

Part-Time Capitol Gift Shop Retail Sales

Position Description: Provide friendly customer service and efficient sales to visitors of the State Capitol building on **Mondays only** and occasionally other days for vacation coverage throughout the year.

Responsibilities:

- Prompt, efficient, and courteous service of Capitol Gift Shop patrons
- Operating a cash register and handling all types of payment
- Assist in maintaining gift shop inventory
- Stocking shelves
- Ensuring cleanliness of work and storage areas

Minimum Qualifications: Positive, upbeat attitude and the desire to help is important as this position requires interaction with the public and public officials; excellent attention to detail; excellent communication and customer service skills; good organizational and time management skills; Must be non-partisan serving legislators of all political affiliations. Other desirable qualities include familiarity with a retail environment and point of sale software.

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.