



People Making
A Difference!

Idaho
State Government

Legislative Services
Office

Contact:

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Non-Classified

2021 Legislative Session Information Center Staff Legislative Services Office

Open for recruitment: **November 2 – November 22, 2020**

Non-Classified, temporary, seasonal position.

The Legislative Services Office is seeking to fill non-partisan, seasonal positions in the Legislative Information Center for the 2021 Legislative Session.

RESPONSIBILITIES: Information Specialist positions will work as a team to provide various support services to the Legislature that include: communicate general information to the public through phone calls, email and face-to-face interaction; receive and transmit messages for legislators through phone calls and email; sort, distribute and file bills; provide mail services, and other tasks as needed.

MINIMUM QUALIFICATIONS: The Information Center is often the first point of contact between the public and the state legislature; because of this, a professional demeanor and strong communication skills are required, as well as, the ability to act in a completely non-partisan manner.

- A strong background in customer service.
- Proficiency with multi-line phone systems, computers, Microsoft Outlook and Word.
- Experience working in a team environment.
- Ability to take notes and type data in a fast-paced environment.

Legislative Information Specialists - \$13 per hour

To Apply: Mail or email cover letter and resume **by November 22, 2020 to:**

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Email: JOBAPP@lso.idaho.gov

For additional information see the Legislative Services website at: www.legislature.idaho.gov