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A Difference!

Idaho  
State Government

Legislative Services  
Office

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**Non-Classified**

# 2023 Legislative Session Information Center Staff Legislative Services Office

Open for recruitment: **October 28 – December 2, 2022**

**Non-Classified, temporary, seasonal position.**

The Legislative Services Office is seeking to fill **non-partisan**, seasonal positions in the Legislative Information Center for the 2023 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. Work schedules can range between 20-40 hours per week.

**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 - \$16 per hour**

**To Apply: Mail or email cover letter and resume by **December 2, 2022** to:**

Paul Headlee  
Legislative Services Office  
P.O. Box 83720  
Boise, ID 83720-0054

**Email: [JOBAPP@lso.idaho.gov](mailto:JOBAPP@lso.idaho.gov)**

For additional information see the Legislative Services website at: [www.legislature.idaho.gov](http://www.legislature.idaho.gov)