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A Difference!

Idaho  
State Government

Legislative Services  
Office

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**Non-Classified**

# 2018 Legislative Session Information Center Staff

## Legislative Services Office

Open for recruitment: **November 6 – 17, 2017**

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

**The Legislative Services Office is seeking to fill non-partisan, seasonal positions in the Legislative Information Center for the 2018 Legislative Session.**

**RESPONSIBILITIES:** Information Specialist positions will work as a team to provide various support services to the Legislature which include: provide 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 positions require a strong background in customer service. 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 conduct oneself in a completely non-partisan manner. Proficiency with multi-line phone systems, computers, Microsoft Outlook and Word is desired. Experience working in a team environment is preferred. Candidates for this position must be able to take notes and type data in a rapid-fire communications atmosphere.

**Legislative Information Specialists - \$12 per hour**

**To Apply: Mail or email cover letter and resume **by November 17th, 2017** to:**

Terri Kondeff

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)