



People Making
A Difference!

Idaho
State Government

Legislative Services
Office

Contact:

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Non-Classified

2019 Legislative Session Information Center Staff

Legislative Services Office

Open for recruitment: **November 1 – 12, 2018**

Non-Classified, temporary, seasonal position.

The Legislative Services Office is seeking to fill non-partisan, seasonal positions in the Legislative Information Center for the 2019 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 12th, 2018 to:**

Terri Kondeff

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

Email: JOBAPP@lso.idaho.gov

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