



People Making
A Difference!

Idaho
State Government

Legislative Services
Office

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Research and Legislation
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Non-Classified
Opening

Legislative Session Aide

Non-Classified Classification

Legislative Services Office

Open for Recruitment: November 19 – December 3, 2021

Announcement #

Salary Range: \$17.00 per hour

Location(s): Capitol Building, Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

Temporary Part-time Position for the 2022 Legislative Session (Session Begins January 10, 2022)

Responsibilities:

- Photocopy draft legislation and assemble legislation document packets
- Deliver legislation packets to legislators, committees, and legislative chambers and throughout the building
- File draft legislation paperwork and maintain records
- Computer data entry in legislation tracking software
- Miscellaneous administrative duties

Minimum Qualifications:

- Ability to work under pressure and manage competing priorities in a team setting while meeting deadlines
- Exceptional attention to detail with an ability to spot errors
- Ability to move quickly throughout the building many times each day
- Strong time management and organization skills
- Ability to follow nonpartisan and confidentiality requirements

Candidates must have open availability during office hours Monday through Friday and flexibility to work additional evening hours when needed.

To Apply:

Email or mail cover letter, resume, and professional references by Friday, December 3, 2021, to:

Email: jobapp@lso.idaho.gov

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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 Division of Human Resources.