



Legislative Services Office

Supporting Idaho's First Branch of Government

Contacts:

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: April 28 – June 2, 2023

Starting Salary Range: \$90,000 – \$105,000 DOE [-Plus Competitive Benefits!](#)

Location: Idaho State Capitol, 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.

The Legislative Services Office is accepting applications for the position of

Legal Counsel

Position Description: Primary Clients include the Legislature as an organization and the Non-Partisan Legislative Services Office. Works closely with majority and minority leadership of the Senate and House, individual legislators in their capacity as legislators, and legislative staff offices. This position will not offer legal services to individual citizens.

Responsibilities:

As Counsel to the Idaho Legislature:

- Provide legal guidance, constitutional interpretation, and statutory interpretation to members of the Legislature and any legislative committees
- Attend and staff legislative committee meetings and conduct any necessary research upon request of any committee
- Represent the interests of the Legislature in meetings, communication, or negotiations with agencies, government bodies, or other organizations
- Work collaboratively with the Attorney General's Office or outside counsel regarding litigation
- Advise and provide trainings for legislators on Idaho's Ethics in Government Act and other areas of law

As Counsel to the Legislative Services Office:

- Provide guidance to staff on legal issues, including assisting with draft legislation
- Develop or conduct in-house professional development programs or other presentations for members and staff
- Respond to public records requests

Minimum Qualifications: (1) Admission in the Idaho State Bar; (2) Experience in conducting legal research and performing constitutional analysis; (3) Experience in administrative proceedings and state and federal courts; (4) Experience speaking before groups and delivering organized presentations; (5) General knowledge of Idaho law as well as federal, state, and local government structures and political processes.

Desired Skills: The ability to communicate well with a wide range of elected officials and state legislators regardless of political affiliation. The ability to work both independently and as a member of a team, under pressure of deadlines and with multiple assignments.

Knowledge of computer based legal research methods such as WESTLAW.

ABOUT LEGISLATIVE SERVICES OFFICE:

- Flexible schedules
- Career long learning opportunities
- Service-First culture
- Opportunity to play an integral role in the governmental process.

To Apply: Mail or email cover letter and resume by **Friday, June 2, 2023 to:**

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

Email: jobapp@lso.idaho.gov

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

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation. 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 Idaho Legislative Services Office.