



Legislative Services Office

*Supporting Idaho's First
Branch of Government*

Contact:

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: June 18– July 1, 2024

Starting Salary Range: \$45,000 - \$55,000 DOE, [Plus Competitive Benefits](#)

Location: Idaho State Capitol Building, Boise, Idaho

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](#)

Legislative Library Research Assistant

Position Description: Provide research and library services under the supervision of the Legislative Librarian.

Responsibilities:

- Provide timely and confidential research for members of the Idaho Legislature and legislative staff
- Provide reference services, research training, legislative history research, and library tours to onsite and offsite library patrons
- Index and prepare legislative committee minutes for public access
- Assist the librarian with cataloging library materials

Minimum Qualifications: Positive attitude and the desire to help is important as this position requires interaction with the public and public officials; excellent attention to detail; excellent communication and customer service skills; good organizational and time management skills; experience researching with primary sources; good Internet searching skills. Must be non-political and discreet in this nonpartisan office serving legislators of all political affiliations. Other desirable qualities include familiarity with library terminology, reference, and cataloging; legal terminology; the political process

About the Legislative Services Office:

- 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 **July 1, 2024** to:

Legislative Services Office

Legislative Research Library

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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.