



Legislative Services Office

Supporting Idaho's First Branch of Government

Contacts:

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: July 25 – August 9, 2024

Starting Salary Range: \$65,000 – \$75,000 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

Legislative Drafting Attorney 1

Position Description and Responsibilities:

Provide professional, independent, nonpartisan staff support to the Idaho Legislature in: drafting proposed legislation;

- Drafting proposed legislation;
- Performing legal and other research for individual legislators or legislative committees;
- Staffing interim legislative study committees;
- Reviewing and analyzing state executive agency administrative rules for legal sufficiency and content.

Minimum Qualifications: (1) Admission in the Idaho State Bar; (2) Excellent writing and verbal communication skills; (3) Experience in conducting legal research and performing constitutional analysis; (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. Familiarity with Idaho education law a bonus.

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. Good organizational and time management skills. Knowledge of computer based legal research methods such as WESTLAW.

ABOUT 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 Monday, **August 9, 2024** 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.