



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 Copy Center Aide

Non-Classified Classification

Legislative Services Office

Open for Recruitment: November 21 – December 2, 2022

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 Position for the 2023 Legislative Session (Session Begins January 9, 2023)

Responsibilities:

- Receive and prioritize print/copy requests.
- Review projects for errors before copying/printing and afterward for quality.
- Operate laminator, mechanical folder, binding device, and large paper cutters.
- Complete requests in a timely manner and maintain confidentiality.
- Interact with legislative staff, legislators, and the public in a pleasant and professional manner.

Minimum Qualifications:

- Experience in an office, with the public, and/or with printers and copiers.
- Knowledge/experience with Microsoft Office programs (Outlook, Word, Excel) or Adobe Acrobat.
- Must be organized, detail-oriented, and dependable.
- Ability to work in a fast-paced environment.

The position begins in January with training and will conclude at the end of the legislative session (approx. April). This position operates Monday through Friday, 7:30-4:30, as needed.

To Apply:

Email or mail a cover letter, resume, and professional references by Monday, December 2, 2022, 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.