



People Making
A Difference!

Idaho
State Government

Legislative
Services
Office

Terri Kondeff, HR Officer
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Non-Classified
Opening

Legislative Research Analyst

Non-Classified Classification

Legislative Services Office

Open for Recruitment: April 9 – May 9, 2018

Announcement #

Salary Range: \$55,000 - \$60,000 -Plus Competitive Benefits!

Location: 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. This is a full-time, year-round nonpartisan position with the Idaho Legislature.

Responsibilities:

- Provide professional, independent, nonpartisan staff support to the Idaho Legislature in drafting proposed legislation;
- Perform legal and other research for individual legislators or legislative committees;
- Staff interim legislative committees;
- Review and analyze state executive agency administrative rules for legal sufficiency and content.

Minimum Qualifications: (1) A law degree and two years responsible professional experience. (2) Experience speaking before groups and delivering organized presentations. (3) General knowledge of federal, state and local government structures and political processes. (4) Working knowledge of PC-based information systems.

Desired Skills: The ability to draft complex legal documents clearly and concisely. 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 or LEXIS/NEXIS a plus.

To Apply: Mail or email cover letter, resume and 3 professional references by

May 9, 2018 to:

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

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.