



**Legislative Services  
Office**  
*Supporting Idaho's First  
Branch of Government*

**Contacts:**

**Terri Kondeff,  
Director**  
tkondeff@lso.idaho.gov

700 W, Jefferson  
P.O. Box 83720  
Boise, ID 83720-0054

**Website:**  
[www.legislature.idaho.gov](http://www.legislature.idaho.gov)

**Email:**  
[jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

**Non-Classified  
Opening**

# Legislative Services Office

**Open for Recruitment: November 17 – December 1, 2023**  
**Starting Salary Range: \$40,000 - \$50,000 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*

## Research Assistant

**Position Description:** Provide legal and non-legal research and information services under the supervision of the Legislative Librarian.

**Responsibilities:**

- Provide timely and confidential legal and legislative history research and analysis for members of the Idaho Legislature and legislative staff
- Research services for legislators include: statutes, constitutions, administrative rules, policies, guidelines, executive orders, and house and senate rules; city and county ordinances; 50-state surveys; and legislative histories
- Assist librarian with legislative history research services for government offices and agencies, judges/justices, attorneys, law clerks, lobbyists, reporters, and members of the public
- Staff reference desk and instruct patrons on legislative history research
- Assist the librarian with indexing committee minutes and legislator research
- Assist the public with general inquiries about the Legislature and the law
- Organization, filing, and upkeep

**Minimum Qualifications:** Positive, upbeat 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 skills; solid knowledge of English usage and grammar; good organizational skills; good Internet searching skills with understanding of authoritative resources. Must be non-political and discreet in this nonpartisan office serving legislators of all political affiliations. Other desirable qualities include familiarity with government documents; legal terminology; the political process; library organization, terminology, functions, and service ethic; indexing experience; good instructional skills

**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 **December 1, 2023** to:

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

Email: [jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

For additional information see Legislative Services website at: [www.legislature.idaho.gov](http://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.