



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 Proofreader

Non-Classified Classification

[Legislative Services Office](#)

Open for Recruitment: November 3, 2017 – November 17, 2017

Announcement #

Salary Range: \$13.50 per hour

Location(s): 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.

Part-time Temporary Position for the 2018 Legislative Session

(Session Begins January 8, 2018)

Responsibilities:

- Proofread legislative documents for sentence structure, grammar, punctuation, spelling and format
- Read proposed legislation aloud to a partner - checking for accuracy against the Idaho Code
- Assist with clerical and computer entry tasks as needed
- Other duties as assigned

Minimum Qualifications:

- Considerable knowledge of the rules of English usage, spelling, punctuation and grammar
- Knowledge of proofreading methods; experience preferred
- Ability to work under pressure and in a team setting while meeting deadlines
- Familiarity with legal terminology and proofreader's marks preferred

Candidates must have open availability during office hours Monday through Friday and flexibility to work additional hours when needed.

To Apply:

Email or mail cover letter, resume and professional references by Friday, November 17, 2017, 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.