Legislative Session Proofreader
Non-Classified Classification

Legislative Services Office

Open for Recruitment: October 30, 2019 – November 11, 2019
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.

Temporary Position for the 2020 Legislative Session
(Session Begins January 6, 2020)

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 Monday, November 11, 2019, to:

Email: jobapp@lso.idaho.gov

Research and Legislation Division
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054

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.