



People Making
A Difference!

Idaho
State Government

Legislative Services
Office

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**Non-Classified
Opening**

Legislative Library

Part-time Research Assistant

Non-Classified Classification

Open for Recruitment: October 29 – November 16, 2018

Announcement #

Starting Salary Range: \$15 per hour

Location: Idaho Statehouse, 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

Legislative Library Research Assistant (Part-time – 19 hours per week)

GENERAL DESCRIPTION: Provide legal, research, and information services within a specialized library under the supervision of the Legislative Librarian.

RESPONSIBILITIES:

- ▶ Assist the Legislative Librarian with independent, nonpartisan, timely and confidential research and analysis for members of the Idaho Legislature
- ▶ Assist the Legislative Librarian with general inquiries from federal, state and local government agencies, reporters, and the public about the Idaho Legislature and the law
- ▶ Perform and instruct others on the process of legislative history research

MINIMUM QUALIFICATIONS:

- Positive, upbeat attitude and the desire to help is important as this person interacts 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.

To Apply: Mail or email cover letter and resume by **November 16, 2018 to:**

**Terri Kondeff, Chief Operations Officer
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054
Email: jobapp@lso.idaho.gov**

For additional information see Legislative Services website at:
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. If you need special accommodations to satisfy testing requirements, please contact the Idaho Legislative Services Office.