



Legislative Services Office

*Supporting Idaho's First
Branch of Government*

Contact:

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: November 19 – December 2, 2024

Starting Salary Range: \$19.00 per hour

Location: Idaho State Capitol Building, Boise, Idaho

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 Session Research Assistant

Position Description: Provide legal and non-legal research services under the supervision of the Legislative Librarian during the 2025 legislative session.

Responsibilities:

- Provide timely and confidential legislative history research and analysis for members of the Idaho Legislature and legislative staff
- Research services may include: state and federal case law, statutes, constitutions, administrative rules, policies, guidelines, executive orders, and house and senate rules; city and county ordinances; and 50-state surveys
- May assist with reviewing, organizing, and index legislative committee minutes

Minimum Qualifications: Positive, helpful, detail-oriented, with excellent communication, organizational, and internet searching skills. Must be non-political and discreet. Prior educational or work-related research experience preferred. Candidates must have open availability during office hours Monday through Friday, and flexibility to work additional hours when needed. This position requires sharing office space and working with other research staff.

The Legislative Services Office is a nonpartisan office that serves legislators of all political affiliations.

To Apply: Mail or email cover letter and resume by **December 2, 2024** to:

Legislative Services Office
Legislative Research Library
P.O. Box 83720, Boise, ID 83720-0054
Email: jobapp@lso.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.