



June 9, 2016

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Administrative Services Assistant/Publication Specialist. Applicants should send a cover letter and resume to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at <https://www.legis.iowa.gov/careers>. The Legislative Services Agency is an equal opportunity employer. The application deadline is July 8, 2016.

ADMINISTRATIVE SERVICES ASSISTANT/PUBLICATION SPECIALIST

The position involves digital media publication of multiple versions of legislative bills and amendments, statutes, administrative rules, and other state government documents. The position requires excellent digital publication, keyboarding, spelling, and grammar skills. The ability to concentrate and perform meticulous, repetitive work, and to work well with others under short deadlines, is essential. Prior desktop or publishing experience and knowledge and experience working with structured documents (XML, SGML), metadata, and structured editors are highly preferred. Knowledge of state government and the legislative process is desirable. Overtime work is required. Starting biweekly salary is \$1,230. A computer literacy exercise and spelling test are required of interviewees. Partisan political activity is prohibited.

