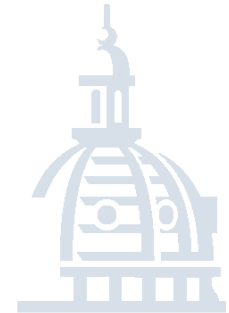




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May 22, 2023

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Proofreader. This is an on-site position. Applicants should send a resume and cover letter 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. Application deadline is June 12, 2023.

PROOFREADER

The nonpartisan position involves digital media publication of legislative bills and amendments and other state government documents. The position requires excellent digital publication, keyboarding, critical thinking, proofreading, spelling, and grammar skills. The ability to concentrate and perform meticulous, repetitive work, and to work well with others under short deadlines, is essential. Proofreading experience and knowledge are highly preferred. A college degree is required. Overtime work is mandatory. Starting annual salary is \$35,360. This is a full-time position with paid vacation, sick time and holidays, a defined benefit retirement plan, and health, dental, vision, and long-term disability insurance along with flexible spending accounts. Aptitude exercises and spelling test are required of interviewees. Partisan political activity and legislative issue advocacy are prohibited.

Administrative Services Assistant/Proofreader — Grade 20

This is an entry level Proofreader position.

Qualifications, Skills, and Ability:

- Excellent English, grammar, and spelling skills and ability to read out loud in a clear, understandable voice and to listen and comprehend without a break in concentration.
- Aptitude and ability to concentrate and perform meticulous and repetitive work.
- Ability to operate personal computer and utilize basic database software and file management systems.
- Ability to communicate and work well with other persons.
- Ability to multitask and pivot between projects.
- Ability to work efficiently in stressful situations.

Duties:

- Proofread, most often out loud and in pairs, legal and fiscal documents, including bills, resolutions, amendments, Acts, Code, tables, administrative and court rule documents, research memorandums, contracts, reports, summaries, legislative guides, legal background briefings, charts, spreadsheets, committee minutes, letters, interim calendar and briefing, style guidelines for legal and fiscal staff, publications specialists' and proofreaders' manuals, LIO and tour guide documents, factbook, fiscal notes, fiscal updates, issue reviews, topic papers, LADAR, LAGAR, graybook (fiscal summary), Roster, Redbook, and Internet pages and publications.
- Adhere and adapt to numerous style guides.
- Perform tasks with high quantity, quality, and confidentiality requirements, under occasionally tight deadlines, and in excess of eight hours per day during the legislative session.