



September 24, 2015

## NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Indexer-Table Creation Specialist/Administrative Services Officer. 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. Priority consideration will be given to applications received by October 5, 2015.

### INDEXER-TABLE CREATION SPECIALIST/ADMINISTRATIVE SERVICES OFFICER

Position involves the production and review of legal and legislative publications, including the Iowa Code, Iowa Acts, and Iowa Official Register (Redbook), and the preparation of finding tables and indexing of legal and fiscal documents. The position requires the ability to analyze text for content, perform meticulous editing and technical tasks, work independently, and prioritize workload. Applicants must be computer literate, able to handle a variety of work assignments, and willing to learn and develop new technical skills. Overtime work may be required. A college degree is preferred. Knowledge of state government and the legislative process, and a background in publishing, writing, editing, or library science is desired. A spelling test and reading exercise may be required of interviewees. Beginning biweekly salary is \$1,414. Partisan political activity is prohibited.

# Legislative Services Agency Administrative Services Division

## Job Description

### **Administrative Services Officer. Salary Rate - Grade 23**

*This is a nonsupervisory position.* Employees in this position must possess the ability to be cross-trained and to perform related duties included in the Administrative Services Officer (ASO) job series. Overtime may be required with compensatory time provided.

Overall qualifications: Graduate of an institution of higher education, preferably a four-year college or university. Equivalent experience may be substituted for education.

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### **ASO/Indexer-Table Creation Specialist - 23**

*This is the entry level Indexer-Table Creation Specialist position.*

#### Qualifications, Skills, and Ability:

- Ability to comprehend and summarize technical material and research a project to its completion.
- Ability to create initial finding tables and suggest additional mark-up.
- Ability to review and perfect miscellaneous material for inclusion in LSA's official publications.
- Classification, filing and maintenance, and retrieval and delivery of legal, fiscal, and other legislative documents to staff within and persons outside the LSA.

#### Duties:

- Read administrative rules and statutes and related publications for subject content and analyze that content.
- Under the supervision of a more senior Indexer-Table Creation Specialist, write a directive index of the Iowa Acts, the Code of Iowa, or the Iowa Administrative Code in a brief, clear style based on priority, classification, and subject. Include cross-references to related material.
- Assist with proofreading and recording of the material.
- Update catalog entries reflecting each index entry or change.
- Create or review initial finding tables and suggest additional mark-up.