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## **NOTICE OF VACANCY**

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Administrative Services Officer/Assistant Editor. Applicants should send a cover letter and resume to the Director, Legislative Services Agency online at [www.legis.iowa.gov/careers](http://www.legis.iowa.gov/careers), State Capitol, Des Moines, Iowa 50319. The Legislative Services Agency is an equal opportunity employer. Priority consideration will be given to applications received by December 20, 2017.

## **ASSISTANT EDITOR**

The position involves the editing and official publication of state executive branch administrative rules in the Iowa Administrative Code and other legal and fiscal documents. The position requires excellent English language, analytical, communication, and computer skills; performance of meticulous work under short deadlines; and ability to work alone and with others. Editing, legal or technical writing, indexing, or publications experience is preferred. Knowledge of or interest in state government or legislative processes is desirable. A college degree or equivalent experience is required. Editing and spelling tests may be required of interviewees. Partisan political activity and legislative issue advocacy are prohibited. Beginning biweekly salary is \$1,428.

