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NOTICE OF VACANCY

Effective immediately, applications are being taken by the nonpartisan Legislative Services Agency for the position of Text Processing Supervisor. 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. Applications will be accepted through July 29, 2026.

The LSA is a nonpartisan central legislative staff state agency of around 100 employees serving members and committees of the Iowa General Assembly. The LSA's workforce spans three divisions and multiple offices where individuals contribute their unique expertise and talents to advance a shared mission of serving the Iowa General Assembly in a nonpartisan manner.

TEXT PROCESSING SUPERVISOR

The full-time position involves the supervision and training of all aspects relating to text processing, publication, templates, metadata tagging, and database management activities in the Text Processing workgroup in the Publications Processing and Proofreading Office. Applicants must be computer literate and have highly developed technical, organizational, interpersonal, and communications skills. The position requires the ability to work effectively and lead in high pressure situations, text process and publish legal and fiscal documents of a complex nature with a high degree of competence and independence; test computer programming and system troubleshooting; train and supervise publication specialists; supervise special projects, including preparation of publications specialists' manual; and serve as a liaison to managers, legal counsel and analysts, and other administrative staff. A college degree is required. Overtime work is required. Salary is commensurate with experience within the range of \$2,413 to \$3,956 biweekly. Partisan political activity and legislative issue advocacy is strictly prohibited.