

Job Title: Administrative Services Officer (Non Partisan)
Supervisor: **Chief Clerk, Iowa House of Representatives**

Description Date: 09/08/2023

Job Summary: Coordinates and provides the training of House clerks and monitors the clerks of committee chairs' administrative production for format and consistency. Audits completed committee documentation for each House Committee. Update and publish electronically the House portion of the Bill History.

Pay Range: \$42,140.80 to \$59,924.80

ESSENTIAL FUNCTIONS of the job:

Bill History-

Updates current action during session on legislation in the House and visually inputting same information to House website for public use.

Clerk Duties-

1. Coordinates and provides training to all House clerks, with specialized training for clerks of committee chairs. Refers clerk candidates to members as requested.
2. Oversees the accurate completion of Committee Chair and Vice Chair reporting documentation; schedules, minutes, exhibits, sub-committee assignments and notes for House and Joint committees. Audits each committee record book at conclusion of each General Assembly and archives.
3. Individually, accurately and visually identifies daily during the legislative session, each proposed amendment for House consideration with established tracking systems, physically produces appropriate copies of each for same day delivery.
4. Schedules maintenance, trouble shoot operations of office equipment (copiers/fax/scanner machines) to include; equipment replacements, supplies, repairs and service contacts.
5. Orders, stocks, invoice and deliver office supplies for members, staff and caucus use throughout the year.
6. Maintains accurate and up to date contents of the online system with members and staff directories for the House.
7. Facilitates by ordering, stocking, invoicing and delivering engraving/printing services to include member stationary (letterhead, envelopes, business cards, note pads) voting cards, identification badges, engraved desk plates, and public signage.
8. Coordinates and distributes housing referrals for members.

Job Title continued:
Supervisor:

Administrative Services Officer
Chief Clerk, Iowa House of Representatives

SKILLS REQUIRED:

1. Ability to establish and maintain good working relationships and provide excellent customer service with the elected members, staff, general public and lobbyists.
2. General knowledge of the legislative process with team leader responsibility for clerks of Committee Chairpersons administrative work product.
3. Knowledge of business English, spelling, clerical procedures and professional standards with House committee record documentation and retention. Demonstrates excellent organizational, oral and written communication skills with visual, auditory and physical abilities assisting with the legislative process and elected officials in their committee responsibilities.
4. Demonstrates appropriate professional conduct, judgment and personable demeanor in the Chamber and throughout the workplace at all times.
5. General knowledge of computer applications; MS Office, email, texting and internet research.
6. Flexible to work hours as requested during the legislative session.

EDUCATIONAL REQUIREMENTS:

1. Four year degree (BA/BS) from an accredited college or university required with professional administrative experience of four years. Experience within the Legislative process is a plus.
2. High school diploma, GED, or military experience and related professional administrative experience in excess of four years minimum may be substituted for education.
3. Advanced degree from an accredited college or university.

Job Description Approved/Supervisor: _____

Signature/Title: _____ Date: _____

*****WE RESERVE THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE HOUSE DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS. *** Last Update 07/09/19**