

NOTICE OF VACANCY AND JOB POSTING

Effective immediately applications are being taken by the Secretary of the Senate's office for the position of Administrative Services Officer. This is a non-partisan position within the Secretary of Senate's office. Primary duty is to provide training, guidance, and assistance to the secretary of each Senator.

Applicants shall apply online at: <https://www.legis.iowa.gov/careers>

Position closes on September 24, 2026.

Pay range is \$47,382.40 to \$54,475.20 depending on experience plus benefits package (health insurance, dental, IPERS). Position is full-time with office in State Capitol.

ESSENTIAL DUTIES

Knowledge of the duties of a Senator's secretary for purposes of providing training and guidance.

Take minutes at committee meetings when necessary.

Receive reports of actions from subcommittees and input information in computer system.

Assist in receiving reports of actions from committees when necessary.

Performance of other duties as assigned by the Secretary of the Senate.

Desired Attributes:

Strong interpersonal skills.

Excellent communication skills.

Knowledge of legislative process preferred.

Proficient in Microsoft Word and Outlook.

Ability to work quickly under tight deadlines.

Applicant must be a self-starter, dependable, and organized with a strong attention to detail.

The Iowa Senate is an equal opportunity employer.