



March 12, 2024

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Administrative Services Officer/Editor. Applicants should submit a resume and cover letter to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at www.legis.iowa.gov/careers. The Legislative Services Agency is an equal opportunity employer. Application deadline is April 5, 2024, with priority consideration given to applications received by March 29, 2024.

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, critical thinking, communication, and computer skills. Additional requirements include the ability to perform meticulous work under short deadlines, to work independently and with others, and to communicate professionally, effectively, and diplomatically with agency staff and executive branch agency personnel. Knowledge of state government and legislative and rulemaking processes is preferred. Background in editing, publishing, writing, or library science is desired. A college degree or equivalent experience is required. An editing test is required of interviewees.

Overtime work may be required with partial compensatory time provided. The position is covered under the Iowa Public Employees' Retirement System (IPERS) pension plan, and the Legislative Services Agency is a qualifying employer for the Public Service Loan Forgiveness Program (PSLF). Additional competitive benefits are provided. Starting biweekly salary is \$1,620.80. Partisan political activity and legislative issue advocacy are prohibited.

Administrative Services Officer/Editor — 23

This is an entry level Editor position.

Qualifications, Skills, and Ability:

- Ability to comprehend and summarize technical material and research a project to its completion.
- Ability to review and perfect miscellaneous material for inclusion in LSA's official and other publications.
- Excellent English spelling and grammar skills, and the ability to quickly gain knowledge of publication procedures and edit for form, and in some cases for substance, LSA's official and other publications.
- Ability to assume responsibility to perform work under short deadlines in order to meet statutory and publication requirements and to work carefully through long and meticulous assignments.
- Knowledge of computer systems.

Duties:

- Read administrative rules and statutes and related publications for subject content and analyze that content.
- Perform assigned duties relating to the editing and publication of the LSA's official and other publications.
- Edit documents and coordinate tasks assigned by more senior editors, the Administrative Code Editor, and LSA managers.