



October 27, 2015

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Assistant Editor. 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. Consideration will be given to applications received by November 23, 2015.

ASSISTANT EDITOR

The position involves the editing, computer text processing, and official publication of state executive branch administrative rules. The position requires excellent computer, English language, analytical, and communication skills, performance of meticulous work under short deadlines, and ability to work alone and with others. Experience in publications or in legal research or writing is preferred. Desktop publishing experience with Arbortext or other XML editor is highly preferred. A college degree or equivalent experience is required. Editing and spelling tests may be required of interviewees. Partisan political activity is prohibited. Beginning biweekly salary is \$1,477.60.