Meghan Nelson, Chief Clerk
Phone: 515-281-5383
Email: Meghan.Nelson@legis.iowa.gov

Iowa House of Representatives
STATEHOUSE
Des Moines Iowa 50319

Legislative Clerk Job Posting

A Legislative Clerk is paid for and required to work 32 hours a week during session. Session runs from January 9, 2023 to April 28, 2023; however, the days could be shorter depending upon the Legislative session.

Job Description:

The Iowa House of Representatives is seeking a session-only Legislative Clerk to provide administrative support to an individual State Representative.

The Legislative Clerk will work closely with representative and staff, assist with constituent communication, and schedule and coordinate meetings and appointments. They receive messages, respond to requests for information, draft correspondence, direct constituents to the appropriate individual and prepare newsletters, official correspondence and/or other written material. The successful candidate will also assist representatives with miscellaneous research, clerical support and other duties as assigned.

Examples of Duties:

- Writes or drafts correspondence, documents and/or other written materials using Microsoft products, Outlook and other related computer systems.
- Provides clerical and/or administrative support and assistance.
- Reviews incoming correspondence (email and letters) initiates replies as appropriate; routes matters requiring action by staff or other organizations.
- Schedules and/or coordinates committee and subcommittee assignments, appointments and follows up as needed.
- Performs other related duties as directed by the Representative.
- Greet visitors, constituents, takes and relays messages, responds to requests for information.
- Research and draft content for representative's website, newsletters and social media.
- Tracking all bills in committees and on Daily Debate calendar.
- Committee work required, which includes accurate reporting of detailed events and some public speaking.
- Other work assigned by the Legislators.

Ideal Candidates:

- Strong organizational skills to prioritize workflow.
- Can establish and maintain effective working relationships with employees, elected officials and members of the public.
- Can handle sensitive information with integrity and confidentiality.
- Has excellent oral and written communication.
- Has working knowledge of social media.
- Knowledge of the Legislative process and terms a plus but not a requirement.
- Able to accommodate an irregular schedule and late nights at times.

The hourly base wage is between $13.43 and $14.70 paid for 32 hours a week. The Representative that you work with will determine your hourly wage and your daily schedule.