

SENATE SECRETARY JOB POSTING

A Senate Secretary works for a specific Senator and receives payment for 32 hours a week during the legislative session (Monday through Thursday). The 2027 session runs from January 11, 2027, through April 30, 2027. Pay ranges from \$15.68 to \$18.03 an hour with amount based on committee assignments of employing Senator. The Senator you work for determines daily duties and schedule. Training is provided by the Secretary of the Senate's office.

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

EXAMPLES OF DUTIES:

- Drafting and reviewing correspondence
- Scheduling of meetings
- Clerical and support assistance
- Tracking legislation
- Meeting with constituents and members of public
- Other work assigned by the Senator