



July 6, 2021

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Text Processor. Applicants should send 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. Priority consideration will be given to applications received by July 20, 2021.

PUBLICATION SPECIALIST

The nonpartisan position involves digital media publication of legislative bills and amendments and other state government documents. The position requires excellent digital publication, keyboarding, critical thinking, proofreading, spelling, and grammar skills. The ability to concentrate and perform meticulous, repetitive work, and to work well with others under short deadlines is essential. Desktop publishing or proofreading experience and knowledge are highly preferred. A college degree is required. Overtime work is mandatory. Starting biweekly salary is \$1,293. Aptitude exercises and spelling test are required of interviewees. Partisan political activity and legislative issue advocacy are prohibited.

Administrative Services Assistant/Publication Specialist — 20

This is an entry level Publication Specialist position.

Qualifications, Skills, and Ability in addition to those for the ASO class:

- Word processing skills.
- Ability to learn proper, elementary forms for bills, amendments, administrative rules, fiscal documents and spreadsheets, research documents, committee work products, and all LSA publications.
- Ability to operate personal computer and to learn to use the more elementary database software and file management systems.
- Good oral and written communication skills.

Duties:

- Text process and publication of the more elementary forms of legal and fiscal documents, including bills, resolutions, administrative rules, amendments, Acts, Code, tables, research memorandums, contracts, reports, summaries, legislative guides, legal background briefings, charts, spreadsheets, committee minutes, letters, interim calendar and briefing, style guidelines for legal staff and fiscal, publication specialists' and proofreaders' manuals, factbook, NOBAs, fiscal notes, fiscal update, issue reviews, topic papers, LADAR, LAGAR, graybook (fiscal summary), Roster, and Redbook.
- Adhere to numerous and more elementary template styles and style guides.
- Metadata tagging of the more elementary documents for publication purposes.
- Operation of database management and publication system.