

CAUCUS SECRETARY
HOUSE DEMOCRATIC RESEARCH STAFF
IOWA HOUSE OF REPRESENTATIVES

Grade 21-1: \$32,572

Job Description

Provide full administrative support services for research staff of nine persons. Some legislative committee work involved. Must be able to use a computer proficiently and maintain electronic records for the office. Knowledge of legislative process is helpful.

Duties include but are not limited to the following:

Organizes and maintains central office records and supplies.

Organizes, stores electronic file information and expedites information retrieval and distribution as needed.

Must be able to interact with public and legislators to redirect to other staff in the office, provide accurate message transmittals and assess priorities.

Work with legislative committees and projects as assigned.

Minimum Qualifications

Ability to transmit accurate written correspondence. Ability to work under pressure. Ability to produce work product in a timely manner while maintaining standards of excellence. Ability to establish and maintain effective working relationships. Ability to learn legislative process, traditions, and relationship of caucus staff to other legislative and state agencies. College Graduate preferred.

Applications close at 4:30 p.m. on December 11, 2014.