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NOTICE OF VACANCY

Effective immediately, applications are being taken by the nonpartisan Legislative Services Agency for the position of Capitol Tour Guide. 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. Applications will be accepted through August 7, 2026.

The LSA is a nonpartisan central legislative staff state agency of around 100 employees serving members and committees of the Iowa General Assembly. The LSA's workforce spans three divisions and multiple offices where individuals contribute their unique expertise and talents to advance a shared mission of serving the Iowa General Assembly in a nonpartisan manner.

CAPITOL TOUR GUIDE

This part-time position involves conducting tours at the Iowa State Capitol including the building, dome, and grounds; developing educational tours; researching State Capitol information; and handling retail sales. The position can average 10 hours per week, depending on the season and is flexible. The position requires excellent public relations skills; the ability to effectively communicate and lead tour groups of people of all ages and backgrounds including young children; a strong speaking voice; strong customer service skills; and interest in learning historical information related to the State Capitol. Knowledge of state government is beneficial. Starting salary is \$18.03 per hour. This position qualifies as covered employment under the Iowa Public Employees' Retirement System (IPERS). Partisan political activity and legislative issue advocacy is strictly prohibited.