



July 17, 2015

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Proofreader. Applicants should send a resume and cover letter online at <https://www.legis.iowa.gov/careers>. The Legislative Services Agency is an equal opportunity employer. The application deadline is July 31, 2015.

PROOFREADER/ADMINISTRATIVE SERVICES ASSISTANT

Position involves proofreading (in teams of two reading out loud) legislative bills and amendments, the Code of Iowa, and numerous legal, fiscal, and information technology documents. The position requires excellent spelling and grammar skills, and the ability to concentrate and perform meticulous, technical, and repetitive work under short deadlines. Applicants must be computer literate, be able to work well with others, and be able to develop a knowledge of legislative processes and publications. Prior proofreading or desktop or other publishing experience is preferred. A college degree is preferred. Overtime work is required. A spelling test and proofreading and handwriting demonstrations are required of interviewees. Starting biweekly salary is \$1,200, with benefits. Partisan political activity is prohibited.

Administrative Services Assistant. Salary Rate - Grade 20

This is an entry level proofreading, document processing (tracking, photocopying, packaging, and delivery), or publication specialist position. It is a nonsupervisory position. Employees in this position must possess the ability to be cross-trained and to perform related duties included in the Administrative Services Officer (ASO) job series. Overtime may be required with compensatory time provided.

Overall qualifications, skills and ability: Graduate of an institution of higher education, preferably a four-year college or university. Equivalent experience may be substituted for education.

ASA/Proofreader - 20

This is the entry level Proofreader position.

Qualifications, Skills, and Ability:

- Excellent English, grammar, and spelling skills and ability to read out loud in a clear, understandable voice and to listen and comprehend without a break in concentration.
- Aptitude and ability to concentrate and perform meticulous and repetitive work.
- Ability to work well with other persons.
- Able to work efficiently in stressful situations.

Duties:

- Proofreading, most often out loud and in pairs, legal and fiscal documents, including bills, resolutions, amendments, Acts, Code, tables, administrative and court rule documents, research memorandums, contracts, reports, summaries, legislative guides, legal background briefings, charts, spreadsheets, committee minutes, letters, interim calendar and briefing, style guidelines for legal and fiscal staff, publications specialists' and proofreaders' manuals, LIO and tour guide documents, factbook, NOBAs, fiscal notes, fiscal update, issue reviews, topic papers, LADAR, LAGAR, graybook (fiscal summary), Roster, Redbook, Internet pages and publications, and CD-ROM publications.
- Adhere to numerous style guides.
- Perform tasks with high quantity, quality, and confidentiality requirements, under sometimes extreme time deadlines, and in excess of eight hours per day during the legislative session.