

Administrative Services Officer- Supervisor of Secretaries, Iowa House of Representatives

This is a non-merit, at-will full time position for the Administrative Services Officer- Supervisor of Secretaries, working under direct supervision of the Chief Clerk of the Iowa House of Representatives.

Candidates must follow the instructions in the "To Apply" section.

Minimum Salary for Qualified Candidate: \$38,084.80

Location- Des Moines-State Capitol

Job type- Full time Job Number- Agency- # 500 Legislative-House

Closing date: September 19, 2019- 11:59 pm

Point of Contact- Meghan Nelson, Chief Clerk of the Iowa House of Representatives,
meghan.nelson@legis.iowa.gov.

To Apply- For consideration- all applicants must submit a cover letter describing legislative or administrative professional experience, and a resume with two professional/supervisory reference names/contact information to: www.legis.iowa.gov/careers Apply to Chief Clerk, Iowa House of Representatives.

Candidates must follow the instructions in the "To Apply" section. Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services- Human Resources Enterprise.

Job Title: Supervisor of Secretaries
Supervisor: **Chief Clerk, Iowa House of Representatives**

Description Date: 07/09/19

Job Summary: Coordinates and provides the training of House clerks and monitors the clerks of committee chairs' administrative production. Audits completed committee documentation for each House Committee. Coordinates the ordering of supplies, repairs to equipment, numbering amendments, and assisting with lobbyist required filings.

ESSENTIAL FUNCTIONS of the job (listed in order of importance):

1. Coordinates and provides training to all House clerks, with specialized training for clerks of committee chairs. Refers clerk candidates to members as requested.
2. Oversees the accurate completion of Committee Chair and Vice Chair reporting documentation; schedules, minutes, exhibits, sub-committee assignments and notes for House and Joint committees. Audits each committee record book at conclusion of each General Assembly and archives.
3. Delivering each proposed amendment for House consideration with established tracking systems.
4. Coordinates with registered lobbyists the filing of their required client reports and registration.
5. Schedules maintenance of office equipment to include; equipment replacements, supplies, repairs and service contracts.
6. Orders and stocks office supplies for members, staff and caucus use throughout the year.
7. Maintains the accurate and up to date contents of the online system with members and staff directories for the House.
8. Coordinates the ordering and delivering of printing supplies to members including stationary.
9. Facilitates by ordering and delivering engraving/printing services of voting cards, identification badges, engraved desk plates, and public signage.

ADDITIONAL JOB FUNCTIONS:

1. Creates certificate and coordinates, purchase and delivery of commemorative US & Iowa Flags for members.
2. Provides storage access and security for member filing cabinets.
3. Coordinates and distributes housing referrals for members.
4. Coordinates and distributes clerk applications for members.

SKILLS REQUIRED:

1. Ability to establish and maintain good working relationships and provide excellent customer service with the elected members, staff, general public and lobbyists.
2. General knowledge of the legislative process.
3. Knowledge of business English, spelling, clerical procedures and professional standards with House committee record documentation and retention.
4. Demonstrates excellent organizational, oral and written communication skills with visual, auditory and physical abilities. (May lift up to 30 lbs.)
5. Demonstrates appropriate professional conduct, judgment and personable demeanor in the Chamber and throughout the workplace at all times.
6. General knowledge of computer applications; MS Office, email, texting and internet research.
7. Flexible work hours as requested during the legislative session.

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Supervisor: **Chief Clerk, Iowa House of Representatives**

Description Date: 07/09/19

EDUCATIONAL REQUIREMENTS:

A 4-year (BS/BS) degree from an accredited college or university, and three full years of administrative or legislative professional work experience.

Minimum Pay: \$38,084.80

Job Description Approved/Supervisor: _____

Signature/Title: _____ Date: _____

*****WE RESERVE THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE HOUSE DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.*** Last Update 07/09/19**