



September 1, 2017

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the positions of Text Processor and Proofreader. 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. Priority consideration will be given to applications received by September 22, 2017.

PUBLICATION SPECIALIST

The nonpartisan positions involve digital media publication of legislative bills and amendments and other state government documents. The positions require 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 \$1,242. Aptitude exercises and spelling test are required of interviewees. Partisan political activity and legislative issue advocacy are prohibited.

