

IOWA SENATE ADMINISTRATIVE SERVICES OFFICER

Job Title: **Administrative Services Officer - (Non-Partisan)**
Supervisor: **Secretary of the Senate**

Description Date: 09/07/2022

Job Summary: General office duties under the supervision of the Secretary of the Senate. Examples of duties may include the ordering of supplies, telephone and mail communications, drafting of documents, assisting with payroll, and producing financial documents. Ability to do accurate data entry is a must.

Full-time employment. Starting annual salary of \$40,622 with competitive benefits. Position will remain open until filled.

SKILLS REQUIRED:

1. Knowledge of basic accounting or bookkeeping.
2. Accuracy and timeliness in performing duties.
3. Demonstrate organizational, communication, and interpersonal skills.
4. Demonstrates appropriate professional conduct, judgment, and personable demeanor.
5. General knowledge of computer applications, MS Office, spreadsheets, database management, email, and internet research.
6. Flexible to work hours as requested during the legislative session.

EDUCATIONAL REQUIREMENTS:

1. Four-year degree (BA/BS) from an accredited college or university. Experience in the areas of accounting or bookkeeping a plus.
2. High school diploma, GED, or military experience and related professional administrative experience in excess of four years minimum may be substituted for education.

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