

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for an Administrative Services Officer position. Applicants should send a cover letter and resume 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 May 27, 2016.

Administrative Services Officer Grade 23

The position involves the editing of legislative work products, legislative research documents, and communication with legislative staff and others. The position requires excellent writing, analytical, and computer skills; performance of meticulous work under short deadlines; and ability to work alone and with others. Legal editing, financial editing, or publications experience is preferred. Knowledge of state government and the legislative process, and familiarity with desktop publishing and XML tagging is desired. A college degree or equivalent experience is required. Editing and spelling tests may be required of interviewees. Overtime work is required. Partisan political activity is prohibited. Beginning biweekly salary is \$1,414.