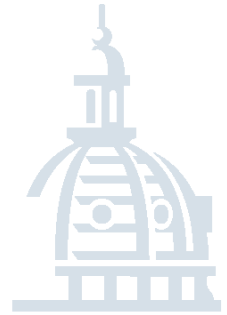




Room G01
State Capitol
Des Moines, IA 50319

515.281.3566



April 7, 2026

NOTICE OF VACANCY

Effective immediately, the Legislative Services Agency is accepting applications for the position of Legal Counsel to begin in the fall of 2026. Applicants should submit 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. Applications must be received by May 4, 2026.

The [LSA](#) is a nonpartisan, central staff agency of around 100 employees serving members and committees of the Iowa General Assembly. The LSA's workforce spans three divisions and multiple offices where individuals contribute their unique expertise and talents to advance a shared mission of serving the Iowa General Assembly in a nonpartisan manner.

The LSA offers meaningful work with great benefits. Our employees participate in the Iowa Public Employees' Retirement System (IPERS) pension plan, the LSA is a qualifying employer for the Public Service Loan Forgiveness program (PSLF), and low-cost, high-quality health and dental insurance is offered.

LEGAL COUNSEL

The Legal Services Division supports the legislative work of the Iowa General Assembly without participating in partisan politics. We draft legislation for all 150 state legislators, staff legislative committees, consult with legislators and governmental officials and staff, and assist in the publication of the Iowa Code. If you are interested in serving the public by applying your research, writing, interpersonal, and analytical skills to help create clear and unambiguous laws, in finding creative solutions to complex and timely public policy issues, and in learning something new every day, consider applying to be a Legal Counsel with the LSA.

Applicants must have excellent analytical and communication skills and the ability to develop superior drafting skills and expertise in assigned areas of the law. The ability to handle heavy workload under extremely short deadlines and to prioritize workload is essential. Overtime work during the legislative session (typically January through May), including nights and weekends, is required. Partial compensatory time during the legislative interim is available. A law degree is required, except that third-year law students are encouraged to apply. Bar admission and previous professional experience are desired. A writing exercise is required of interviewees. Beginning annual salary is \$63,897.60. Partisan political activity and legislative issue advocacy are prohibited.

Legislative Services Agency Legal Services Division

Job Description

Legal Counsel. Salary Rate - Grade 30

Qualifications, Skills, and Ability:

- Graduate of approved law school and strong preference for licensure in Iowa as attorney, ability to develop skill in drafting legislative bills and legal research documents, and ability to develop expertise in assigned areas of the law.
- Knowledge of legal research sources and application of legal research methods.
- Ability to communicate clearly and concisely, both orally and in writing, and to analyze, explain, and summarize legislation, court decisions, complex written material, detailed research documents, and administrative rules.
- Ability to work in a nonpartisan manner in a partisan environment and provide objective information regardless of the issue or personal opinions.
- Ability to work under pressure, to work well with others, and to meet deadlines with a minimum of supervision.

Duties:

- Bill drafting, which includes consulting with legislators and others in analyzing problems, identifying objectives, secondary effects, and underlying values and assumptions.
- Assessing information and research needs.
- Considering alternatives, and constructing statutory language, within the context of current statutes, court decisions, and administrative rules and procedures to accomplish the legislative objective.
- Conducting legal research.
- Preparing analyses, explanations, and summaries of legislation and court decisions.
- Staffing and advising legislative committees on legislation, law, administrative rules, and opinions of the courts and Attorney General.
- Performing administrative duties and preparing minutes, reports, and other work products for legislative committees.
- Contacting technical personnel for information.
- Providing information and assistance on the status of legislation and on specific areas of the law to other governmental agencies and to the public.
- Assisting in the editing, preparation, and publication of the Iowa Code and Iowa Acts.
- Progress toward and responsibility for more complex projects and independent work projects is dependent upon the Legal Counsel's ability and performance.
- Overtime is required both to accomplish the required workload and to be available as needed by the legislators and legislative committees, with partial compensatory time provided.