

NOTICE OF POSITION AVAILABLE

ADMINISTRATIVE SERVICES ASSISTANT – HOUSE OF REPRESENTATIVES

SESSION-ONLY POSITION

The Administrative Services Officer Assistant will work under the general administrative direction of the Chief Clerk of the House. This position is responsible for maintaining accurate files and records of all legislation and amendments introduced and in the possession of the House of Representatives. During House debate, this position is responsible for recording online daily House action and assisting the Chief Clerk as needed. Position will assist in the preparation and publication of daily amendment clip sheets and fiscal notes. Position will catalogue and store bills during the legislative interim and archive bills at the conclusion of a general assembly.

A successful candidate will be detail oriented, possess the ability to multi-task and work under pressure. The candidate must have the ability to type at least 40 words per minute, be proficient in basic knowledge and skills related to computer applications, and be able to work long hours during the legislative session. Experience with the legislative process is desirable. Candidate must be able to work with members of both political parties and must remain strictly non-partisan in the performance of all duties.

Salary will be commensurate with the chosen applicant's level of education and experience relevant to the position. Please submit resume and cover letter to: Iowa House of Representatives, Chief Clerk Carmine Boal, 1007 E. Grand Avenue, Des Moines, IA 50319.

The House of Representatives is an equal opportunity employer. The application deadline is November 22, 2017.