



September 4, 2019

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Administrative Services Assistant/Document Technician. Applicants should submit a resume and cover letter online at <https://www.legis.iowa.gov/careers>. The Legislative Services Agency is an equal opportunity employer. Application deadline is September 20, 2019.

ADMINISTRATIVE SERVICES ASSISTANT/DOCUMENT TECHNICIAN

The full-time position involves operating sophisticated photocopy, scanning, and binding equipment, the detailed tracking of workload using database software and file management systems, the accurate packaging and delivery of many confidential work products, and developing a working knowledge of the proper form of many LSA publications. Applicants must be computer literate, be able to work well with others, be able to develop a knowledge of the legislative process and have the ability to concentrate and perform high quantity of tasks while meeting quality, timeliness, and confidentiality requirements. A college degree is preferred. Overtime work is required. Beginning annual salary is \$33,134. Partisan political activity is prohibited.

Admin - Clerical

ADMINISTRATIVE SERVICES ASSISTANT/DOCUMENT TECHNICIAN

Nonpartisan, full-time position involves operating sophisticated photocopy, scanning, and binding equipment, tracking workload using database software and file management systems, packaging and delivery of work products, and developing a working knowledge of proper form of publications. Applicants must be computer literate, work well with others, develop a knowledge of the legislative process, and concentrate and perform high quantity of tasks while meeting quality, timeliness, and confidentiality requirements. College degree preferred. Overtime work required. Beginning annual salary \$33,134. For priority consideration, submit cover letter and resume by September 20, 2019, to Director, Legislative Services Agency, online at: <https://www.legis.iowa.gov/careers>. EOE.

Legislative Services Agency Administrative Services Division

Job Description

ASA/Document Technician - 20

This is the entry level Document Technician position.

Qualifications, Skills, and Ability:

- Mechanical aptitude or experience necessary to operate sophisticated photocopy and scanning machines including the ability to follow instructions for programming of photocopy machine functions.
- Analytical ability to follow detailed instructions for photocopying, distribution, filing, and retrieval of LSA work products.
- Physical condition necessary to intermittently stand for long periods of time while operating a photocopy machine and to make deliveries within and outside the office.
- Ability to learn proper forms for bills, amendments, fiscal documents and spreadsheets, research documents, committee work products, and all LSA publications.
- Ability to operate personal computer and to learn to use database software and file management systems.

Duties:

- Photocopy legal and fiscal documents, including bills, resolutions, amendments, administrative and court rule documents, research memorandums, reports, charts, committee minutes, letters, factbook, LAGAR, LADAR, NOBAs, graybook (fiscal summary), fiscal notes, legislative guides, legal background briefings, and LIO and tour guide documents.
- Workload tracking of bills, amendments, research, legislative guides, legal background briefings, final reports, and summaries; confidential receipt of electronic requests, approvals, rejections, and withdrawals.
- Package, delivery, and publication to Internet of electronic and print, legal and fiscal documents and interoffice mail; preparing bill drafting files for archiving.
- Perform tasks with high quantity, quality, and confidentiality requirements, under sometimes extreme time deadlines, and in excess of eight hours per day during the legislative session.