



House of Representatives
State of Iowa

Meghan Nelson

Chief Clerk

STATEHOUSE

Des Moines, Iowa 50319

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A Legislative Clerk is paid for 32 hours a week during session. Session runs from January 11, 2021 to May 1, 2021; however, the days could be shorter depending upon the Legislative session.

Basic Duties of a Legislative Clerk:

- Working knowledge of Microsoft products
- Ability to use Outlook or other office calendars, as required
- Knowledge of the Legislative process and terms a plus but not a requirement
- Assist in scheduling meetings (including subcommittee meetings), keep legislator's calendar and other items as needed
- Check mail at the local post office-daily
- Greet visitors
- Take photos of groups with legislator and for legislator
- Check e-mail as assigned and correspond with e-mail as assigned
- Committee work as described
- Working knowledge of the Legislative website for the purpose of research and tracking legislation.
- Tracking all bills in committees and on Daily Debate Calendar
- Constituent work/social media—reaching out to those in the district through weekly newsletter, Facebook/Twitter/Instagram, etc.
- Other work as assigned by the Legislators

Hourly wage is \$12.58 to \$20.60 and paid for 32 hours a week. The Legislator that you work with will determine your daily schedule.