



September 14, 2020

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Proofreader. Applicants should send 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. Priority consideration will be given to applications received by October 4, 2020.

PUBLICATION SPECIALIST

The nonpartisan position involves digital media publication of legislative bills and amendments and other state government documents. The position requires excellent digital publication, keyboarding, critical thinking, proofreading, spelling, and grammar skills. The ability to concentrate and perform meticulous, repetitive work, and to work well with others under short deadlines is essential. Proofreading experience and knowledge are highly preferred. A college degree is required. Overtime work is mandatory. Starting annual salary is \$33,134. Aptitude exercises and spelling test are required of interviewees. Partisan political activity and legislative issue advocacy are prohibited.

Professional

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For priority consideration, submit cover letter and resume by October 4, 2020, to Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at <https://www.legis.iowa.gov/careers>. EOE.

(Posting by LSA on September 17; Register publication, Sunday, September 20, 2020, with Register internet publication, and also publication through DAS)

Administrative Services Assistant. Salary Rate — Grade 20

This is an entry level proofreading, document processing (tracking, photocopying, packaging, and delivery), or publication specialist position. It is a nonsupervisory position. Employees in this position must possess the ability to be cross-trained and to perform related duties included in the Administrative Services Officer (ASO) job series. Overtime may be required with compensatory time provided.

Overall qualifications, skills and ability: Graduate of an institution of higher education, preferably a four-year college or university. Equivalent experience may be substituted for education.

ASA/Proofreader — 20

This is the entry level Proofreader position.

Qualifications, Skills, and Ability:

- Excellent English, grammar, and spelling skills and ability to read out loud in a clear, understandable voice and to listen and comprehend without a break in concentration.
- Aptitude and ability to concentrate and perform meticulous and repetitive work.
- Ability to work well with other persons.
- Able to work efficiently in stressful situations.

Duties:

- Proofreading, most often out loud and in pairs, legal and fiscal documents, including bills, resolutions, amendments, Acts, Code, tables, administrative and court rule documents, research memorandums, contracts, reports, summaries, legislative guides, legal background briefings, charts, spreadsheets, committee minutes, letters, interim calendar and briefing, style guidelines for legal and fiscal staff, publications specialists' and proofreaders' manuals, LIO and tour guide documents, factbook, NOBAs, fiscal notes, fiscal update, issue reviews, topic papers, LADAR, LAGAR, graybook (fiscal summary), Roster, Redbook, Internet pages and publications, and CD-ROM publications.
- Adhere to numerous style guides.
- 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.