



August 2, 2021

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Proofreading Supervisor. Applicants should send a resume and cover letter to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at www.legis.iowa.gov/careers. The Legislative Services Agency is an equal opportunity employer. Application deadline is August 9, 2021.

PROOFREADING SUPERVISOR

The nonpartisan position involves digital media publication of legislative bills and amendments and other state government documents. The position requires excellent technological, 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. Desktop publishing or proofreading experience and knowledge are highly preferred. A college degree is required. Overtime work is mandatory. Starting biweekly salary is \$1,727. Partisan political activity and legislative issue advocacy are prohibited.

Administrative Services Officer 1. Salary Rate — Grade 26

This may be a nonsupervisory position or a supervisory 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. Employees must possess the same qualifications as that of an Administrative Services Officer for the subclass positions of Proofreader, Document Technician, Publication Specialist, and Indexer-Table Creation Specialist, in addition to any or all of the following qualifications:

Overall qualifications: Graduate of a four-year college or university. Equivalent experience may be substituted for education, and may be substituted to some degree for experience requirements for supervisory positions, depending upon the type of experience.

ASO 1/Proofreader — 26

This may be a nonsupervisory position or a supervisory position.

Qualifications, Skills, and Ability: Same as ASO/Proofreader, plus additional general qualifications for ASO 1 class. A minimum of two years' experience as an ASO/Proofreader is required. Experience elsewhere may be substituted to some degree depending upon the type of experience.

Duties: Same duties as an ASO/Proofreader plus any combination of the following:

- Proofread legal and fiscal documents of a complex nature with a high degree of competence and independence.
- Identify corrections for computer tagging.
- Train and supervise proofreaders.
- Assign and oversee projects.
- Review outgoing work.
- Track incoming/outgoing work.
- Report system issues and test upon completion.
- Actively participate in creating and implementing new processes and updating existing processes.
- Develop and maintain a working knowledge of dynamic software systems and processes.