

September 22, 2021

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Iowa Senate for the position of Administrative Services Assistant.

Applicants shall send a resume and cover letter to Charlie Smithson, Secretary of the Senate, online at <https://www.legis.iowa.gov/careers>. The Iowa Senate is an equal opportunity employer.

Applications must be received by 5:00 p.m. on October 22, 2021. Beginning annual salary is \$34,000 and benefits.

Job Title: Administrative Services Assistant - (Non-Partisan)

Supervisor: Secretary of the Senate

Job Summary: This position will assist in the ministerial and administrative functions for the Iowa Senate under the supervision of the Secretary of the Senate.

ESSENTIAL FUNCTIONS:

1. Ensuring supplies are properly stocked and ordering additional items as necessary.
2. Drafting and issuing Certificates of Recognition commemorating constituent achievements.
3. Answer telephone calls and direct messages to appropriate persons.
4. Oversee delivery of mail and maintaining address information.
5. Assist with filing of legislation.

SKILLS REQUIRED:

1. Ability to establish and maintain good working relationships and provide excellent customer service with the elected officials, staff, and other state employees.
2. Demonstrates accurate spelling and established clerical procedures.
3. Organizational skills as well as written and oral communications.
4. Demonstrates appropriate professional conduct, judgment, and personable demeanor.
5. General knowledge of computer applications such as MS Office, spreadsheets, database management, and Outlook.
6. Flexible to work additional hours as requested during the legislative session.

EDUCATIONAL REQUIREMENTS:

1. Four-year degree (BA/BS) from an accredited college or university.
2. High school diploma, GED, or military experience and related professional administrative experience in excess of four years minimum may be substituted for education.