



**Richard L. Johnson**  
Division Director  
State Capitol  
Des Moines, IA 50319

Phone: 515.281.3894  
E-mail: richard.johnson@legis.state.ia.us



---

February 25, 2016

## **NOTICE OF VACANCY**

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Assistant Editor. Applicants should send a cover letter and resume to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319. The Legislative Services Agency is an equal opportunity employer. Priority consideration will be given to applications received by March 9, 2016.

## **ASSISTANT EDITOR**

The position involves the editing and official publication of state executive branch administrative rules in the Iowa Administrative Code. The position requires excellent English language, analytical, communication, and computer skills; performance of meticulous work under short deadlines; and ability to work alone and with others. Legal editing or publications experience is preferred. Knowledge of desktop publishing and XML tagging is desirable. A college degree or equivalent experience is required. Editing and spelling tests may be required of interviewees. Partisan political activity is prohibited. Beginning biweekly salary is \$1,477.