



February 13, 2019

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Administrative Services Assistant/Document Technician. Applicants should send a resume and cover letter 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 February 28, 2019.

ADMINISTRATIVE SERVICES ASSISTANT/DOCUMENT TECHNICIAN

The full-time position requires excellent digital publication, keyboarding, critical thinking, proofreading, spelling, and grammar skills. The position involves operating sophisticated photocopy, scanning, and binding equipment, the detailed tracking of workload using database software and file management systems, the accurate packaging and delivery of many confidential work products. The ability to concentrate and perform meticulous, repetitive work, and to work well with others under short deadlines is essential. Applicants must be able to develop a knowledge of the legislative process. A college degree is preferred. Overtime work is required. The starting annual salary is \$32,625 with benefits. Partisan political activity is prohibited.

Legislative Services Agency Administrative Services Division

Job Description

ASA/Document Technician - 20

This is the entry level Document Technician position.

Qualifications, Skills, and Ability:

- Mechanical aptitude or experience necessary to operate sophisticated photocopy and scanning machines including the ability to follow instructions for programming of photocopy machine functions.
- Analytical ability to follow detailed instructions for photocopying, distribution, filing, and retrieval of LSA work products.
- Physical condition necessary to intermittently stand for long periods of time while operating a photocopy machine and to make deliveries within and outside the office.
- Ability to learn proper forms for bills, amendments, fiscal documents and spreadsheets, research documents, committee work products, and all LSA publications.
- Ability to operate personal computer and to learn to use database software and file management systems.

Duties:

- Photocopy legal and fiscal documents, including bills, resolutions, amendments, administrative and court rule documents, research memorandums, reports, charts, committee minutes, letters, factbook, LAGAR, LADAR, NOBAs, graybook (fiscal summary), fiscal notes, legislative guides, legal background briefings, and LIO and tour guide documents.
- Workload tracking of bills, amendments, research, legislative guides, legal background briefings, final reports, and summaries; confidential receipt of electronic requests, approvals, rejections, and withdrawals.
- Package, delivery, and publication to Internet of electronic and print, legal and fiscal documents and interoffice mail; preparing bill drafting files for archiving.
- 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.