

## **Administrative Assistant to the House Majority Leader**

**This is a non-merit, full time position for an Administrative Assistant to coordinate the activities of our constituent focused and legislative driven office in the Iowa House of Representatives, Office of the Majority Leader - (Rep. Chris Hagenow, Republican).**

Minimum Salary- \$44,740.80 annually/\$1,720.80 biweekly

Location- Des Moines-State Capitol

Job type- Full time with benefits

Agency- # 500 Legislative-House

Opened- October 24, 2018, 3 pm

Closing- November 7, 2018, 5 pm

**Point of Contact-** Kate Murphy, Director, Human Resources, Iowa Legislature, [kate.murphy@legis.iowa.gov](mailto:kate.murphy@legis.iowa.gov)

**To Apply-** For consideration- all applicants must submit an online application, cover letter describing administrative, organizational experience, work accomplished for the public and a resume with two professional/supervisory reference names/contact information to: [www.legis.iowa.gov/careers](http://www.legis.iowa.gov/careers) Apply to Administrative Assistant to the House Majority Leader.

Online applications and additional information for employment can be found at: <https://www.legis.iowa.gov/careers>

### **Job Functions:**

This is a non-merit position with the Iowa House of Representatives, Office of the Majority Leader. (See job description)

### **Responsibilities:**

This administrative professional will coordinate the Republican Majority Leader's office activities to include; working with legislation and resolutions, providing exemplary customer service to constituents and legislators, developing social media publications, and scheduling of meetings, constituent forums and appointments.

### **Minimum qualifications:**

If you have excellent communication skills, professional experience in either public sector service or political management, a valid Iowa Driver's license, with a college/university degree preferred please submit your online application, cover letter, resume, and names of two professional/supervisory references by the deadline of November 7, 2018, 5 pm to :

<https://www.legis.iowa.gov/careers>

**Apply to Administrative Assistant to the House Majority Leader**

Agency- State of Iowa

Iowa House of Representatives-Majority Leader

Website-<https://www.legis.iowa.gov/careers>

Address- Iowa Capitol, 2<sup>nd</sup> floor House

## IOWA HOUSE OF REPRESENTATIVES

Job Title: **Administrative Assistant to Majority Leader**  
Supervisor: **Majority Leader**

Description Date: 10/23/18

Job Summary: Performs legislative and constituent work under the general supervision of the Majority Leader as directed.

### **ESSENTIAL JOB FUNCTIONS:**

1. Correspondence & Constituent Contact
  - a. Coordinates a timely response to inquiries and requests from constituents including phone calls, letters and e-mail.
  - b. Crafts timely and informed responses to correspondence with input from Majority Leader's team members.
  - c. Prioritizes time sensitive items that require the Majority Leader's immediate attention.
  - d. Delivers daily printed email for the Majority Leader's review during session.
2. Newsletter/Social Media
  - a. Visually creates and delivers the publication of a newsletter each week during session and every other week in the interim. Readers of the newsletter should feel informed and up to date on the activities of the Legislature, the State, and localized news.
  - b. Develops and coordinates for publication the Majority Leader's social media messaging on identified platforms with supervision, and the Leader's final approval.
3. Calendar
  - a. Oversees the intake of requests for meetings with the Majority Leader and facilitates the scheduling of meetings.
  - b. Creates and maintains an up-to-date electronic calendar for the Majority Leader.
  - c. Daily AM delivery to the House Chamber or the Majority Leader's office, a copy of the day's calendar during session.
4. Resolutions
  - a. Oversees the intake and electronic tracking of requests for resolutions.
  - b. Presents for approval all resolutions to the Majority Leader.
  - c. Delivers drafted resolutions ensuring they are "laid over" for House floor action, members are ready for the resolution's reading, and all parties have approved of an appropriate schedule for the resolution presentation.
5. Travels and drives as necessary to assist the Majority Leader with presentations and constituent meetings, may occasionally lift up to 25 lbs.

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**ADDITIONAL JOB FUNCTIONS:**

1. Will demonstrate knowledge of rules and floor operations of Iowa House of Representatives.
2. Maintains exemplary customer service with Representatives, Senators, coworkers and the public.
3. Assists the Majority Leader in efforts to make this office a resource to the members that they understand is always open and available to assist them.
4. Works with staff to prepare remarks for scheduled appearances.
5. Available to help where and when needed, with a flexible schedule that includes partial compensatory time. Works closely with staff to operate an efficient office that assists the Majority Leader to fulfill the duties of office.

**SKILLS/EDUCATION REQUIRED:**

1. BA/BS degree preferred from a four year accredited university or college with major in Political Science, Public Administration, Business, Economics, or related program preferred.
2. Previous professional employment in the public sector; state, county or local government preferred or related experience providing political campaign support of two years or more.
3. Working towards a BA/BS degree with commensurate work experience of two years or more.
4. Valid Iowa Driver's license.

Job Description Approved/Supervisor: \_\_\_\_\_

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*THE IOWA HOUSE OF REPRESENTATIVES RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE HOUSE DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.\*\*\***