

Job Title: **Administrative Services Officer- Journal Editor** (Non Partisan)  
Supervisor: **Chief Clerk, Iowa House of Representatives**

Description Date: 7/17/2026

Job Summary: Compile the accurate, official daily electronic/printed journal of the Iowa House of Representatives (House) each legislative session that includes the annual bound editions, while serving in the “House well” each legislative session.

**Pay Range: \$54,475.20 to \$77,646.40**

**ESSENTIAL FUNCTIONS** of the job:

1. Records with visual and auditory proficiency all House floor action taken on bills, resolutions, amendments and all procedural motions electronically while physically in the “House well”.
2. Inserts electronically with visual and auditory proofing all votes made during House floor action.
3. Compiles accurately other legislative reports and filings with House floor action items to electronically create the daily House Journal.
4. Produces the final bound House journal, which includes the visual and auditory electronic compiling of documents to include; Officers of the House, Joint employees, Elected State officials, Members of the House, Daily Journals, Supplement, amendments filed, Conference Committee Reports, Resolutions adopted, memorials, creating the index, and visually proofing the final copy before transmitting to the printer.
5. Oversees the review of and visually approves final copy of bound journal. Coordinates all interactions with the printer for successful delivery of bound journals.
6. Will cross train in other areas supervised by the Chief Clerk.
7. Physical ability to move from the Chief Clerk office to the “House well” and back several times each session day/night.
8. Cross trains with other administrative positions reporting to the Chief Clerk

**ADDITIONAL JOB FUNCTIONS:**

1. Directory- auditory and visual compiling, editing and proofing for the printer the G.A. directory. Coordinates the compiling of documents with Senate counterparts. Oversees the review of and visually approves final copy of G.A. Directory. Coordinates all interactions with the printer for successful delivery of G.A. Directory.
2. Legislative database- Inputs and reviews legislator information used for website and various legislative documents.
3. Conducts user meetings with IT staff to enhance software and macros performance.
4. Assists with switchboard coverage, responds to general questions from public during interim periods. Covers the Chief Clerk’s office as scheduled. Performs tasks with high quality, quantity and confidentiality requirements, under frequent extreme time deadlines, and as the schedule requires each day during the legislative session.
5. Research historical precedent requests from the Chief Clerk.

## SKILLS REQUIRED:

1. Ability to establish and maintain good working relationships and provide excellent customer service with the elected members, staff, general public and lobbyists.
2. Can demonstrate knowledge of business English, spelling, clerical procedures and professional standards, and attention to detail. Must be an excellent proofreader and grammarian.
3. Can demonstrate appropriate professional conduct, judgment and personable demeanor in the Chamber and throughout the workplace at all times.
4. General knowledge of computer applications, accurate typing ability, and visual and auditory acuity.
5. Extensive institutional knowledge of the legislative process. Ability to be cross trained and perform related duties included in other areas of the Chief Clerk's office.
6. Flexible to work longer hours as requested during the legislative session.

## EDUCATIONAL REQUIREMENTS:

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

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

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

**\*\*\*WE RESERVE 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. \*\*\*Last update 11/9/23**