

NOTICE OF VACANCY AND JOB POSTING

Effective immediately applications are being taken by the Secretary of the Senate's office for the position of Administrative Services Officer I. This is a non-partisan position within the Secretary of Senate's office. Primary duty is to run technology related to voting, setting up subcommittees, and lobbyist filings.

Applicants shall apply online at: <https://www.legis.iowa.gov/careers>

Position closes on October 2, 2026.

Pay is \$62,753.60 plus benefits package (health insurance, dental, IPERS). Position is full-time with office in State Capitol.

ESSENTIAL DUTIES

Operate the Senate's voting machine equipment.

Utilize technology in assisting with establishment of date and time of Senate subcommittees.

Utilize technology to assist lobbyists and clients in complying with filing requirements.

Performance of other duties as assigned by the Secretary of the Senate.

Desired Attributes:

Strong interpersonal skills.

Excellent communication skills.

Knowledge of legislative process preferred.

Proficient in Zoom.

Proficient in Microsoft Word and Outlook.

Ability to work quickly under tight deadlines.

Applicant must be a self-starter, dependable, and organized with a strong attention to detail.

The Iowa Senate is an equal opportunity employer.