

**721—1.1(17A) Central organization.**

**1.1(1)** The secretary of state is the head of the agency. The secretary is an elected official elected for a term of four years. The secretary's office is on the main floor of the Statehouse, Des Moines, Iowa 50319, telephone number (515)281-5864. The secretary is assisted by the following appointed officials who are responsible to the secretary.

**1.1(2)** The deputy secretary of state is appointed by the secretary and performs such duties as the secretary may prescribe including general supervisor of all matters and personnel pertaining to the office. During the absence or disability of the secretary, or as directed by the secretary, the deputy possesses most of the powers and performs the duties of the secretary.

**1.1(3)** Two administrative assistants are appointed by the secretary and perform such duties as presented by the secretary or the deputy. One of the administration assistants acts as the corporation director and the other acts as the uniform commercial code director.

**1.1(4)** The secretary of state's office is an administrative and ministerial office performing the following duties: