

Committee Clerk
Office of the Clerk of the Illinois House of Representatives

The Illinois House of Representatives seeks a Committee Clerk within the Office of the Clerk. This is a temporary, contractual position from mid-January through May 31 in the calendar year with some evening and weekend work times required based on the legislature's schedule. This position is located in Springfield, Illinois.

The primary responsibilities of this position include:

- Recording and maintaining audio for each committee hearing;
- Ensuring proper motions and procedures are followed in committees;
- Collecting and maintaining all documents that were distributed in a committee;
- Responding to public requests for information;
- Copying, assembling, and distributing committee records;
- Preparing committee rooms for a hearing; and
- Transcribing legislative debates.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Very strong skills in Microsoft Word, Excel, and Outlook;
- Excellent verbal and written communication skills;
- Ability to work flexible hours during the legislative session.

Compensation:

- \$15 an hour.

Qualified applicants should submit a resume and contact information for three professional references to:

Michelle McCaskell
Office of the Clerk, Room 426 Capitol
Springfield, IL 62706
MichelleL@ilga.gov

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