

**Legislative Assistant**  
**Office of the Clerk of the Illinois House of Representatives**

The Illinois House of Representatives seeks a legislative assistant for Democratic legislators within the Office of the Clerk. This position is located in Springfield, Illinois.

The primary responsibilities of this position include:

- Providing administrative secretarial support to specified Democratic legislators;
- Assist in maintaining member schedules and arranging travel;
- Scheduling appointments and arranging meetings as requested by a member;
- Corresponding with constituents;
- Communicating with the members' district office personnel;
- Receiving, screening, and routing correspondence and telephone calls;
- Professionally greeting constituents and visitors of the Capitol Complex;
- Maintaining files on members' legislation;
- Creating and maintaining budgets and contact lists;
- Copying and emailing documents;
- Discretely handling confidential information; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- One year prior experience in a receptionist or office assistant role preferred;
- Very strong skills in Microsoft Word, Excel, and Outlook; and
- Excellent verbal and written communication skills

Salary Range:

- \$30,000 minimum – compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

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

Stephanie Miller  
Illinois House of Representatives  
Office of the Clerk  
Room 283-S Stratton Building  
Springfield, IL 62706  
[smiller@hds.ilga.gov](mailto:smiller@hds.ilga.gov)

The Office of the Clerk of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.