

**Leadership Page
Office of the Speaker
Illinois House of Representatives**

The Illinois House of Representatives is seeking a clerical to fill a position supporting the delivery of administrative tasks and services within the Office of the Speaker. The position will be located in Springfield, Illinois.

Responsibilities:

- Drive Speaker to and from Chicago during session, as needed
- Run errands as needed including within the Capitol complex and driving to other locations
- Produce form letters
- Fill Copiers with paper, maintain office supplies, order ink as needed
- Set up rooms for meetings
- Assist with Video Conference Call software in the Leadership Conference Room
- Assist the Receptionist on busy days with crowds, etc.
- Ensure the state car is well maintained including fuel, oil changes and cleanliness
- File gas receipts with the Clerk's Office
- Open and sort mail
- Order lunches during session times
- Exhibit attention to detail
- Other tasks as assigned

Minimum Qualifications:

- Basic knowledge of Microsoft Word, Outlook and Excel;
- High School Degree or Equivalent;
- Strong verbal communication skills.
- Clean driving record and driver's license

Salary Range:

- Minimum of \$30,000; Full-time position; 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 cover letter, CV, and contact information for three professional references to:

Pamela Lassiter
HR Director/EEO Officer
Illinois House of Representatives
Office of the Speaker
Room 305, Statehouse
Springfield, IL 62706
HumanResources@hds.ilga.gov

The Office of the Speaker 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.