

**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:

- Transport people and equipment between locations, both short and long distances, 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 \$15/hr; Part-time position; compensation based on experience and education
- Vacation, sick, and personal time is earned

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

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