

**Office Manager/Executive Assistant
Technical Review Unit
Office of the Speaker of the Illinois House of Representatives**

The Office of the Speaker of the Illinois House of Representatives is seeking a qualified professional to fill a position within the Technical Review Unit that provides paraprofessional support to the legal staff under the direction of the Counsel to the Speaker. The Office Manager is responsible for enhancing attorney effectiveness by providing information, oversight, ongoing training, and administrative assistance to 8 to 12 licensed attorneys each year. Responsibilities include: assisting in the oversight and training of staff; reviewing, organizing, and maintaining files and documents; assisting in preparation of legislative and legal materials; drafting and editing letters and memoranda; performing legal secretarial and clerical work; and general office administration. The position will be located in Springfield, Illinois.

Essential Responsibilities

- Provide legal secretarial and clerical support for the Counsel and other members of staff, including drafting, proofreading, editing, and distributing memoranda, correspondence, and other documents;
- Assist with onboarding, training, and supervision of Technical Review staff;
- Complete research projects by designing and developing data collection methods, directing the collection of data, synthesizing data, and interpreting results;
- Prepare, maintain, and organize records of ethics requests, requests for assistance, court cases, subject matter files, and legislative bill files for the Counsel;
- Coordinate the filing of statements of economic interests and the obtaining of required training for staff and Democratic members of the House;
- Draft responses to, gather documents for, and maintain records of requests under the Freedom of Information Act;
- Serve as the primary timekeeper for the Technical Review Unit, and ensure travel vouchers and requests for reimbursement are accurate and timely;
- Perform general office administration, including answering phones, accurately recording and distributing messages, making travel and meeting arrangements, and managing calendars and deadlines; and
- Perform other duties as assigned.

Work Environment

- Work is performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the complex is provided by Illinois Secretary of State Police.
- The working environment on session days can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days and 8:00 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.

- Some travel may be required.

Qualifications

- High school diploma or equivalent required, BA/BS degree and/or completion of A.B.A. approved paralegal training program preferred;
- Demonstrated competency in all Microsoft Office Suite Programs including spreadsheet development and maintenance;
- At least 3 years prior experience in an administrative or clerical support position required with at least 2 years prior experience in a legal environment preferred;
- Prior experience with the Illinois General Assembly or State of Illinois preferred;
- Experience managing and prioritizing multiple tasks both independently and as part of a team;
- Basic knowledge of legal terminology;
- Demonstrated experience maintaining confidential information; and
- Demonstrated competency in verbal and written communication.

Compensation

- Competitive salary based on experience
- 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.

For Further Information or to Apply

Deadline for application is Monday, January 20, 2020. Qualified applicants should email cover letter, resume, short writing sample, and contact information for three professional references to:

Sally McDaniel-Smith
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