

Enrolling and Engrossing Supervisor
Office of the Clerk of the Illinois House of Representatives

The Office of the Clerk is seeking an individual to fill the position of Enrolling and Engrossing Supervisor. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Directly supervising four to seven employees, and the transcription work of other employees;
- Ensuring staff are following the office's personnel rules and regulations;
- Ensuring House bills and resolutions are proofread and correct;
- Processing and incorporating amendments and corrections to House bills;
- Ensuring a recording of each House floor debate with its minutes;
- Ensuring the session audio is archived and stored properly;
- Preparing materials for employees to transcribe;
- Proofreading the final transcript for accuracy before publishing;
- Preparing and delivering audio files and transcripts for staff and the public;
- Preparing and delivering House bills to the Governor;
- Ensuring legislative certificates are proofread and completed; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- One-years prior work experience in the Illinois General Assembly;
- Strong knowledge of Microsoft Word, Outlook and G-Suite applications, and Excel; and
- Strong grammar and spelling comprehension.

Salary Range:

- \$45,000 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:

HumanResources@hds.ilga.gov

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