

Administrative Assistant
Technical Review Unit, Office of the Speaker, Illinois House of Representatives

Job Type: Full time, Payroll

Reports to: Counsel to the Speaker

Location: Springfield, Illinois

Number of Positions: 1

Deadline: November 30, 2021

Summary: The Administrative Assistant for the Technical Review Unit provides strong clerical support to the legal staff for the Office of the Speaker under the direction of the Counsel to the Speaker. The Administrative Assistant maintains and prepares files, manages distribution needs, and assists with scheduling coordination, communication, and office administration in a fast-paced, detail and deadline-oriented office.

The essential functions of this position include:

- Receive, screen, and route correspondence and telephone calls, and accurately record and distribute messages;
- Greet visitors and announce or direct them to appropriate offices;
- Create, maintain, and organize files for legislative bill analyses, court documents, and other legal matters;
- Collect and distribute documents, supplies, and other items both internally and externally including filing documents with other State agencies;
- Communicate orally and in writing with staff, members, lobbyists, and constituents;
- Discretely handle confidential information;
- Serve as main point of contact for maintenance issues and other building and office supply needs;
- Serve as Alternate Emergency Response Coordinator for the Technical Review Unit;
- Provide additional administrative support as needed; and
- Perform other duties as assigned.

Required Qualifications:

- High school diploma or equivalent (college degree preferred);
- Two years prior experience in a receptionist or administrative support role;
- Strong verbal and written communication skills; and
- Proficiency with Microsoft Office software, including Word and Excel (additional proficiency with Gmail and/or Google GSuite preferred).

Compensation and Benefits:

- \$35,000 minimum salary.
- 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.

Work Environment:

- Work is performed primarily 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 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 may be required to move equipment and boxes weighing over 20 pounds.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, members, lobbyists, and members of the public, and must be able to 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.

Application Information:

Interested candidates should send a resume and contact information for three professional references by November 30, 2021 to:

Susan Barrett
Illinois House of Representatives
Room 408 Statehouse
Springfield, IL 62706
sbarrett@hds.ilga.gov

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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