

Enrolling and Engrossing Input Operator
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 Input Operator. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Proofreading House bills, amendments, and resolutions;
- Processing and incorporating amendments and corrections to bills and resolutions;
- Preparing and delivering House bills to the Governor;
- Monitoring legislative sessions;
- Utilizing specific web-based tools (e.g. XMetal);
- Transcribing verbatim House floor debates from a recording;
- Proofreading and editing transcribed legislative days;
- Researching information through various methods for correct wording and spelling;
- Preparing completed transcripts for historical purposes;
- Assisting the public to locate transcripts on the legislative website;
- Creating and printing certificates of recognition;
- Printing and delivering legislation to staff upon request;
- General office duties; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Basic knowledge of Microsoft Word, Outlook, and Excel;
- Strong grammar and spelling comprehension; and
- Ability to work flexible hours during the legislative session.

Salary Range:

- \$30,000 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:

Morgan Errett
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Office of the Clerk
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