

Minutes Clerk
Office of the Clerk of the Illinois House of Representatives

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

The primary responsibilities of this position include:

- Attending all House sessions and perfunctory sessions;
- Accurately inputting all House Floor actions in real time into a specialized software program;
- Proofreading and correcting any actions by comparing the notes with a transcriptionist;
- Preparing the Speaker's and Clerk's podiums for each session day;
- Transporting documents and reports from the Journal Room to the House Floor;
- Assisting the journal clerk with proofreading the actions in the House Journal;
- Assisting Representatives with questions on Clerk's Office procedures;
- Assisting the Clerk and Assistant Clerk as requested; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Prior work in the Illinois General Assembly preferred;
- Strong knowledge of Microsoft Word, Outlook, and Excel;
- Ability to stand for long periods of time during session; and
- Being comfortable standing in front of large crowds.

Salary Range:

- \$35,000 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:

Jennifer Timms
Illinois House of Representatives
Office of the Clerk
Room 426 Statehouse
Springfield, IL 62706
JTimms@hds.ilga.gov

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