

Doorkeeper
Office of the Clerk of the Illinois House of Representatives

The Office of the Clerk is seeking an individual to fill the position of Doorkeeper. The position is subject to election by the House of Representatives. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Enforcing House Rules and decorum;
- Ensuring order by people admitted to areas controlled by the House of Representatives;
- Attending the House during all of its sessions and executing the orders of its Speaker, Presiding Officer, or Clerk;
- Taking proper measures to prevent disruption of House proceedings;
- Working with the Secretary of State Police or other law enforcement agencies to remove people engaging in disorderly behavior when needed;
- Ensuring only authorized people have access to restricted House spaces;
- Scheduling, training, and supervising all security personnel and pages;
- Serving as the House security liaison to outside agencies and law enforcement;
- Regularly reviewing and updating House security protocols;
- Working with outside groups granted access to the House chamber, including some weekends and evenings;
- Facilitating and instructing the honorary pages for session;
- Delivering documents to members as directed by the Speaker;
- Ensuring messages are promptly delivered to members during session; and
- Other tasks as assigned.

Minimum Qualifications:

- Prior military, security, or law enforcement service strongly preferred;
- Knowledge of Microsoft Office;
- Ability to work flexible hours during legislative session, including some evenings and weekends.

Salary Range:

- \$55,000 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:

John Hollman
Office of the Clerk
Room 420 Statehouse
Springfield, IL 62706
JohnH@ilga.gov

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