

**Legislative Receptionist Supervisor
Office of the Clerk of the Illinois House of Representatives**

The Illinois House of Representatives seeks a legislative receptionist supervisor, within the Office of the Clerk, to support the work of employees of that section. This position is located in Springfield, Illinois.

The primary responsibilities of this position include:

- Supervising the clerical staff who serve members of the Illinois House of Representatives;
- Assisting with hiring and training new employees;
- Assisting in the execution of office policies and procedures;
- Evaluating employee work performances and coaching staff;
- Handling confidential administrative responsibilities;
- Corresponding with superiors for consistency in policies;
- Providing guidance on resources for grievances and concerns;
- Providing recommendations on personnel matters;
- Providing administrative support for a member, if needed;
- Working cooperatively with office staff to complete general office duties; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Prior experience in a receptionist or office assistant role;
- Prior session experience with the Illinois General Assembly;
- Very strong Knowledge of Microsoft Office and GSuite; and
- Excellent verbal and written communication skills

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:

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

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