

Legislative Messenger
Office of the Clerk of the Illinois House of Representatives

The Illinois House of Representatives seeks an individual to fill the position of Legislative Messenger. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Picking up and delivering inter-office mail within the Capitol Complex;
- Assisting members with loading and unloading vehicles;
- Assisting and directing visitors seeking information;
- Maintaining office supplies;
- Ensuring AEDs are in working order;
- Assisting the House Post Office; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent;
- Ability to lift boxes of 50 pounds;
- Ability to push or pull a cart holding 200 pounds; and
- Ability to navigate the Capitol Complex and transport materials between offices.

Salary Range:

- \$33,000 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 Shipley
Illinois House of Representatives
Office of the Clerk
Room 420, Statehouse
Springfield, IL 62706
MorganS@ilga.gov

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