

**Illinois House of Representatives
Office of Speaker Emanuel “Chris” Welch
Leadership Page**

The Illinois House of Representatives is seeking to fill a position supporting the delivery of administrative tasks and services within the Office of the Speaker.

Job Type: Full-time, Payroll

Reports to: Executive Assistant to the Chief of Staff

Location: Springfield, Illinois

Number of Positions: 1

Date: 10.03.2022

Responsibilities:

- Assist with answering incoming calls, taking messages and transferring calls;
- Fill copiers with paper, maintain inventory and order office supplies;
- Set up rooms for meetings;
- Assist with Video Conference Call software in the Leadership Conference Room;
- Transport people and equipment between locations, both short and long distances;
- Assist in the ordering of lunches during session;
- Run errands including within the Capitol complex and driving to other locations;
- Ensure the State car is well maintained, including fuel, oil changes and cleanliness;
- Maintain and file gas receipts monthly with the Clerk’s Office;
- Open and sort mail;
- Produce form letters;
- Exhibit attention to detail;
- Assist the Receptionist on busy days or as otherwise needed; and
- Other tasks as assigned.

Required Qualifications:

- Basic knowledge of Google programs comparable to Microsoft Word, Outlook and Excel;
- High School Degree or equivalent;
- Strong verbal communication skills;
- Professional demeanor and the ability to adapt and work with various personalities;
- Ability to work in an unpredictable work environment and the willingness to work long hours, when needed; and
- Clean driving record and valid driver’s license.

Work Environment:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the Capitol Complex is provided by the Illinois Secretary of State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as move about inside the Capitol building and grounds as necessary.
- The person in this position must frequently communicate with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days. Session week hours can be unpredictable and irregular.

Compensation:

- Minimum of \$30,000; Full-time position, 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; and
- Competitive vacation, sick, and personal time.

Application Information:

Qualified applicants should submit cover letter, resume, and contact information for three professional references to:

Pamela Lassiter
Human Resources Director & EEO Officer
Illinois House of Representatives
Office of the Speaker
Stratton Building Room 419
Springfield, IL 62706
jobs@hds.ilga.gov

The Office of the Speaker of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.