

Now
Hiring

Journal Input Operator

Office of the Clerk of the Illinois House of Representatives

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

Primary Responsibilities

- Monitoring House legislative sessions
- Creating daily records of all actions taken by the House
- Proofreading the actions in the journal
- Uploading the daily journal to the legislative website
- Compiling and printing each House journal by legislative day
- Delivering messages and legislation to the Senate
- Recording and maintaining audio for assigned committee hearings
- Ensuring proper motions and procedures are followed in committee
- Copying, assembling, and distributing committee records
- Collecting and maintaining all documents that were distributed in a committee
- Preparing committee rooms for a hearing

Minimum Qualifications:

- High school degree or equivalent
- Prior work in the Illinois General Assembly preferred
- Strong knowledge of Microsoft Word, Outlook, and Excel
- Strong grammar and spelling comprehension

Salary:

- \$38,000 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

FOR MORE INFORMATION OR TO APPLY

Qualified applicants should submit a resume and contact information for three professional references to:

Michelle McCaskell
Chief Journal Clerk
Illinois House of Representatives
Office of the Clerk
MichelleL@ilga.gov

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