



# Mailroom Assistant (Communications Unit)

Office of the Speaker of the  
Illinois House of Representatives

*Provides operations functions in one or all of the following areas: operates high volume addressing equipment, duplicating equipment, performs associated copying tasks, ships and receives work product and supplies, sorts, distributes and handles incoming and outgoing mail/faxes, as well as applies necessary postage. Performs pick-up and delivery as needed. Provides minor equipment maintenance and/or repair. May also perform file services, and reception, etc.*

## **Responsibilities:**

- Run high volume copy machines;
- Run high volume addressing machines and performs binding and finishing work;
- Maintain optimal machine performance by correcting simple machine problems (clearing jams, refilling toner, replacing machine oil, etc.) and have a working knowledge of machine codes to report, in the event of equipment failure;
- Ensure copiers and printers are working properly;
- Clear paper jams and inform technicians of specific problems;
- Perform service calls to maintain and repair mailroom equipment;
- Perform troubleshooting and repairs or replace equipment components as necessary;
- Complete technical training on new equipment as assigned;
- Maintain and order inventories of equipment supplies and parts;
- Distribute fax transmissions and mail to personnel and/or designated drop-off points as required;
- Perform duties related to the shipping and receiving of materials;
- Use PC, multi-function copier-scanner-fax machines, addressing machine, folder inserter, poly-strap machine, paper shredder, postage meter and scales in completion of various jobs;
- Maximize print performance as workflow permits by simultaneously performing a minimum of two functions on print equipment;
- Troubleshoot hardware and software issues with equipment;
- Deliver mail to various USPS locations;
- Present a clean and organized working area; and
- Other duties as assigned.

## **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 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 to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates 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. Evening hours will be required on days when the House is in session. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.
- This position is not eligible for remote or hybrid work.

## **Application Information:**

**Qualified applicants should submit cover letter and resume to:**

**Pamela Lassiter  
HR Director/EEO Officer  
Illinois House of Representatives  
Office of the Speaker  
Room 419, Stratton Building  
Springfield, IL 62706  
[humanresources@hds.ilga.gov](mailto:humanresources@hds.ilga.gov)**

## **Required Qualifications:**

- High school diploma or GED and 1-2 years of related work experience;
- Some related mailroom experience is preferred;
- Valid driver's license, clean driving record, and minimum levels of auto insurance coverage;
- Strong organizational skills with attention to detail;
- Ability to lift boxes up to 50 lbs;
- Ability to work in fast-paced department

## **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

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.