

**Now
Hiring**

Legislative Unit - Office Assistant

Office of the Speaker of the Illinois House of Representatives

Primary Responsibilities:

- Receiving, screening, and routing correspondence and telephone calls;
- Professionally greeting visitors to Members' Springfield offices and directing members of the public to the appropriate office spaces;
- Assisting the Operations Manager with calendar and contact additions;
- Disseminating committee schedules and postings to appropriate staff;
- Serving as main point of contact for reporting maintenance issues, reserving conference rooms, and scheduling conference lines;
- Assisting Operations Manager with time off request tracking;
- Assisting with supply orders;
- Distributing staff wide memos and announcements to Unit staffers;
- Taking complete messages and ensuring messages are directed to the appropriate party;
- Professionally greeting visitors to the office;
- Running basic errands on the Capitol Complex, such as delivering paperwork;
- Copying and emailing documents;
- Providing additional administrative support to members as needed; and
- Other tasks as assigned

Qualifications:

- High school degree or equivalent;
- Knowledge of Microsoft Office and GSuite;
- Strong verbal and written communication skills;
- One year prior experience in the General Assembly preferred; and
- One year prior experience in a receptionist or office assistant role preferred

Compensation:

- \$40,000 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.

Work Environment:

- Work is performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the complex is provided by Illinois Secretary of State Police.
- The working environment on session days 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 others, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm and 8:00 am to 7:00 pm on session days. 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.

FOR MORE INFORMATION OR TO APPLY

Interested candidates should send a resume, cover letter, and three references to:

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

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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