



Now  
Hiring

# Information Resource Clerk

Office of the Clerk of the  
Illinois House of Representatives

*The Office of the Clerk is seeking an individual to fill the position of Information Resource Clerk. This position will be located in Springfield, Illinois and is not eligible for remote or hybrid work.*

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

Michelle McCaskell  
Illinois House of Representatives  
Office of the Clerk  
Room 426 Statehouse  
Springfield, IL 62706  
MichelleL@ilga.gov

## **Essential Functions:**

- Receiving reports that must be filed with the Illinois General Assembly;
- Receiving and distributing legislative note requests on legislation;
- Updating sponsorship changes on legislative measures as requested by members;
- Assisting the public to track legislative information;
- Tracking and handling invoices for legislative resolutions;
- Preparing and mailing adopted resolutions;
- Screening filed resolutions for potential expedited adoption;
- Assisting with filing legislative measures for consideration by the House of Representatives;
- Working cooperatively with office staff to complete general office duties; and
- Other tasks as assigned.

## **Required Qualifications:**

- High school degree or equivalent (some college preferred);
- Strong knowledge of Microsoft Word, Outlook, and Excel;
- Excellent verbal and written communication skills; and
- Ability to work flexible hours during legislative session.

## **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.

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