



NOW HIRING

Committee Clerk

*Office of the Clerk of the
Illinois House of Representatives*

The Illinois House of Representatives seeks a **Committee Clerk** within the Office of the Clerk. This is a temporary, contractual position through June 11, 2027, with some evening and weekend work times required based on the legislature's schedule. *The primary responsibilities of this position include:*

- Recording and maintaining audio for each committee hearing;
- Ensuring proper motions and procedures are followed in committees;
- Recording legislative actions on legislation;
- Collecting and maintaining all documents that were distributed in a committee;
- Responding to public requests for information;
- Copying, assembling, and distributing committee records;
- Preparing committee rooms for a hearing;
- Transcribing legislative debates; and
- Other tasks as assigned.

Compensation:

- \$19 an hour.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Very strong skills in Microsoft Word, Excel, and Outlook; and
- Excellent verbal and written communication skills.

The Office of the Clerk 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.

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

Michelle McCaskell
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Office of the Clerk
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MichelleL@ilga.gov