

NOW HIRING

Operations Assistant, Legislative Unit

Office of the Speaker of the House of Representatives

The Operations Assistant supports the daily administrative operations of the Legislative Unit and helps ensure the office runs efficiently, professionally, and consistently. This role coordinates office systems, communications, scheduling, supplies, staff administrative processes, onboarding, travel documentation, hospitality needs and general operational support.

The essential functions of this position include:

- Manage the day-to-day administrative operations of the Legislative Unit, ensuring an organized, efficient, and professional office environment.
- Coordinate conference room reservations, maintenance requests, work orders, office supplies, and other operational needs.
- Maintain staff directories, agency lists, contact information, and other administrative records and resources.
- Coordinate administrative aspects of onboarding and offboarding Legislative Unit staff and interns.
- Track approved staff time-off requests, maintain the Unit coverage calendar and Daily Digest, and provide administrative support for the office sign-in/out system.
- Distribute committee postings, staff-wide memoranda, and other Unit communications.
- Maintain committee tracking lists and information using ILGA.gov and other approved databases.
- Serve as the primary administrative point of contact for travel vouchers and reimbursement requests, reviewing documentation for completeness and timely submission.
- Provide general administrative support, including document preparation and distribution, copying, scanning, deliveries within the Capitol Complex, and other office needs.
- Coordinate Unit meals and hospitality needs, particularly during Session.
- Perform other duties and special projects as assigned by the Director or Senior Operations & Organizational Development Manager.

Interested applicants should send a résumé and cover letter to:

Pamela Lassiter
Human Resources Director and EEO Officer
Illinois House of Representatives
Office of the Speaker
Stratton Building Room 419
401 S. Spring Street
Springfield, IL 62706
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.

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.

Minimum Qualifications:

- High school degree or equivalent;
- Knowledge of Microsoft Office and GSuite;
- Strong interpersonal and organizational skills;
- Strong verbal and written communication skills;
- One year prior experience in the General Assembly preferred; and
- One year prior experience in an administrative assistant or office manager role preferred.

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 and 7:30 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.

Compensation:

- \$45,000 minimum salary;
- 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; and
- Competitive vacation, sick, and personal time.