

# ASSISTANT DOORKEEPER

(TEMPORARY)

## OFFICE OF THE CLERK ILLINOIS HOUSE OF REPRESENTATIVES

*The Office of the Clerk is seeking an individual to fill the position of Assistant Doorkeeper. This is a temporary, contractual position through May 31, 2025, with some evening and weekend work times required based on the legislature's schedule. This position is located in Springfield, Illinois.*

### **PRIMARY RESPONSIBILITIES:**

- Ensuring order by people admitted to areas controlled by the House of Representatives;
- Attending the House during its sessions and executing the orders of the Doorkeeper;
- Securing House caucus meetings as directed by the Doorkeeper;
- Securing House spaces and ensuring only authorized people access restricted areas;
- Taking proper measures to prevent disruption of House proceedings;
- Working with the Secretary of State Police to remove unruly people when needed;
- Completing periodic security checks of House spaces on a daily basis;
- Assisting with executing the office's emergency procedures;
- Delivering inter-office mail within the Capitol Complex when requested;
- Assisting and directing visitors seeking information;
- Assisting with phone coverage when needed; and
- Other tasks as assigned.

### **MINIMUM QUALIFICATIONS:**

- High school degree or equivalent;
- Ability to work flexible hours during legislative session;
- Ability to lift boxes of 50 pounds;
- Ability to push or pull a cart holding 200 pounds;
- Ability to navigate the Capitol Complex and transport materials between offices; and
- Ability to stand for long periods of time.

### **SALARY:**

- \$18 an hour

**QUALIFIED APPLICANTS  
SHOULD SUBMIT A RESUME  
AND CONTACT INFORMATION  
FOR THREE PROFESSIONAL  
REFERENCES TO**

NICOLE HILL  
OFFICE OF THE CLERK  
ROOM 420 STATEHOUSE  
SPRINGFIELD, IL 62706  
[NICOLEH@ILGA.GOV](mailto:NICOLEH@ILGA.GOV)

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