

Leadership Receptionist

OFFICE OF THE SPEAKER ILLINOIS HOUSE OF REPRESENTATIVES

The Illinois House of Representatives is seeking an individual to fill a clerical position supporting the delivery of administrative tasks and services within the Office of the Speaker.

RESPONSIBILITIES:

- Greet visitors at the door and direct them to the appropriate offices;
- Manage large groups that may come into the office (security will assist on busier days);
- Answer incoming calls, take messages and transfer calls;
- Take accurate, clear messages to be relayed to members within Leadership;
- Provide and maintain contact information regarding the office, Members of the Leadership team and Leadership staff;
- Produce form letters;
- Email and copy documents;
- Utilize various web-based tools (e.g. Secretary of State Lobbyist database);
- Exhibit attention to detail;
- Assist with office supply ordering and inventory; and
- Other tasks as assigned.

REQUIRED QUALIFICATIONS:

- Basic knowledge of Google programs comparable to Microsoft Word, Outlook and Excel;
- High School Degree or equivalent;
- Prior experience in a receptionist or office assistant role;
- Strong verbal communication skills;
- Professional demeanor and the ability to adapt and work with various personalities; and
- Ability to work in an unpredictable work environment and the willingness to work long hours, when needed.

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 the 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.
- The person in this position must frequently communicate 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. Session week hours can be unpredictable and irregular.

COMPENSATION:

- Minimum of \$42,000, 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.

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

Pamela Lassiter
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