

**Now
Hiring**



Assistant Doorkeeper (Temporary)

OFFICE OF THE CLERK OF THE 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 June 30, 2026, 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

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