



Now
Hiring

Enrolling and Engrossing Clerk

OFFICE OF THE CLERK OF THE ILLINOIS HOUSE OF REPRESENTATIVES

The Office of the Clerk is seeking an individual to fill the position of Enrolling and Engrossing Clerk. This position will be located in Springfield, Illinois.

RESPONSIBILITIES:

- Proofreading House bills, amendments, and resolutions;
- Processing and incorporating amendments and corrections to bills and resolutions;
- Preparing and delivering House bills to the Governor;
- Monitoring legislative sessions and creating log notes;
- Utilizing specific web-based tools (e.g. PTC Arbortext, Sonix);
- Proofreading and editing transcribed legislative days;
- Researching information through various methods for correct wording and spelling;
- Preparing completed transcripts for historical purposes;
- Assisting the public to locate transcripts on the legislative website;
- Creating, tracking, and distributing video files of legislative sessions;
- Creating and printing certificates of recognition;
- Printing and delivering legislation to staff upon request;
- Printing House IDs, committee signs;
- Distributing House session calendars;
- General office duties; and
- Other tasks as assigned.

REQUIRED QUALIFICATIONS:

- High school degree or equivalent (some college preferred);
- Basic knowledge of Microsoft Word, Outlook, and Excel;
- Strong grammar and spelling comprehension; and
- Ability to work flexible hours during the legislative session.

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

Morgan Errett
Illinois House of
Representatives
Office of the Clerk
Room 423, Statehouse
Springfield, IL 62706
MorganE@ilga.gov

COMPENSATION:

- \$40,000 minimum; 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.

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.