

NOW HIRING

Office Assistant

*Legislative Unit
Illinois House of Representatives,
Office of Speaker Emanuel "Chris" Welch*

The Office Assistant provides essential clerical, operational, and administrative support to the Legislative Unit. This position plays a key role in maintaining daily office functions, assisting staff and Members, managing internal charts and communications, and helping ensure a professional, organized, and responsive work environment. The ideal candidate is detail-oriented, dependable, and able to work effectively in a fast-paced, public-facing setting. *The Office Assistant's duties include, but are not limited to:*

- Maintain daily and monthly attendance records and update the Unit's time-off calendar;
- Create and update operational materials, staff lists, directories, and the Rotunda Memo;
- Support committee operations by forwarding postings and assisting with real-time committee tracking during legislative Session;
- Greet visitors, route telephone calls and emails, distribute memos, prepare documents, and deliver paperwork within the Capitol Complex;
- Serve as the primary processor for staff travel vouchers;
- Collect ILSIP timesheets weekly and maintain monthly earned time balance sheets for interns;
- Running basic errands on the Capitol Complex, such as delivering paperwork;
- Manage office supply inventory, place supply orders, and process related vouchers;
- Assist with onboarding and offboarding staff, including coordinating IT access, equipment requests/returns, and departmental notifications;
- Receive, submit, and track work orders and maintenance requests;
- Providing additional administrative support to unit leadership as needed;
- Maintain high standards of accuracy, professionalism, and communication in all interactions;
- Other tasks as assigned.

Minimum Qualifications:

- High school diploma or equivalent required.
- Proficiency with Microsoft Office and Google Workplace.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Strong interpersonal skills required; the ideal candidate is personable, responsive, and able to assist visitors and staff with professionalism and care.
- Ability to work independently and manage multiple tasks in a fast-paced environment.
- One year of prior experience in the Illinois General Assembly or an administrative support role is preferred.

Compensation:

- \$42,000 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.

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 8:00 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

Interested candidates should send a resume 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.

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