



# NOW HIRING

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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## Administrative Assistant

*Office of the Speaker of the House of Representatives*

### Compensation & Benefits:

- \$50,000 minimum annual salary;
- Health, dental, vision, prescription, behavioral health, and life insurance; for details, visit State Insurance Program
- 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 performed primarily in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the 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, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position may be required to move equipment and boxes weighing over 20 pounds.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, members, lobbyists, and members of the public, and must be able to exchange accurate information in these situations.
- Leadership Assistants are expected to work session hours. Typical work hours are 8:30 am to 4:30 pm. Hours are subject to change. Occasional weekends may be required.

### Minimum Qualifications:

- High school diploma required;
- Some college or bachelor's degree preferred;
- 2 years prior experience in a receptionist or office assistant role;
- 2 years prior experience with the Illinois General Assembly strongly preferred;
- Very strong proficiency in Google Suite, Microsoft Word, and Excel; and
- Excellent verbal and written communication skills.