

NOW HIRING

Administrative Assistant

*Office of the Speaker of the
House of Representatives*

As a senior-level assistant to the Special Assistant and Advisor for the Speaker, the Administrative Assistant will support critical administrative operations for the Office of the Speaker. This role will be responsible for assisting with scheduling, logistics, research, data management, and a variety of other duties as assigned. This role will also be heavily involved in organizing events and activities on behalf of the Office of the Speaker. This individual is expected to assist in executing the day-to-day operations of the Springfield Leadership Office.

The essential functions of this position include:

- Provide administrative secretarial support to the Special Assistant and Advisor;
- Maintain and manage the Special Assistant and Advisor's schedule;
- Manage a regular list of meeting requests for the Special Assistant and Advisor to be reviewed and approved by the Chief of Staff;
- Prepare travel documents and manage reimbursements;
- Prepare briefings for meetings and events as requested;
- Serve as the main point of contact for the Special Assistant and Advisor;
- Filter all messages/meeting requests to Special Assistant and Advisor;
- Handle confidential information;
- Receive, screen, and route correspondence and telephone calls for the Special Assistant and Advisor;
- Professionally greeting constituents and visitors;
- Assist in managing and planning events;
- Manage and regularly maintain large spreadsheets with highly detailed information;
- Produce comprehensive data reports as requested;
- Stay up-to-date and collect information on agency and department programs;
- Develop and maintain Google Forms as requested, including the committee substitute letter request form.
- Compile and accurately summarize many reports into one report;
- Participate in continuous professional development;
- Other duties as assigned.

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.

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.

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.

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.