

# NOW HIRING

## Minutes 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 **Minutes Clerk**. This position will be located in Springfield, Illinois. *The primary responsibilities of this position include:*

- Attending all House sessions and perfunctory sessions;
- Accurately inputting all House Floor actions in real time into a specialized software program;
- Proofreading and correcting any actions by comparing the notes with a transcriptionist;
- Preparing the Speaker's and Clerk's podiums for each session day;
- Updating sponsorship changes on legislative measures as requested by members;
- Transporting documents and reports from the Journal Room to the House Floor;
- Assisting the journal clerk with proofreading the actions in the House Journal;
- Assisting Representatives with questions on Clerk's Office procedures;
- Assisting the Clerk and Assistant Clerk as requested; and
- Other tasks as assigned.

### Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Prior work in the Illinois General Assembly preferred;
- Strong knowledge of Microsoft Word, Outlook, and Excel;
- Ability to stand for long periods of time during session; and
- Being comfortable standing in front of large crowds.

### Salary Range:

- \$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.

Qualified applicants should submit a resume and contact information for three professional references to:

Michelle McCaskell  
Illinois House of Representatives  
Office of the Clerk  
Room 426 Statehouse  
Springfield, IL 62706  
[MichelleL@ilga.gov](mailto:MichelleL@ilga.gov)

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