

# NOW HIRING

## Junior Systems Administrator

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

The Office of the Speaker provides essential infrastructure and technical support to the Democratic Caucus of the Illinois House of Representatives. Successful candidates show a willingness to handle both large and small tasks, demonstrate an ability to thrive in a professional work environment, and can manage a diverse technical workload.

The Junior Systems Administrator provides technical support for the Chicago office and assists with the maintenance of the organization's server infrastructure. While part of a five-person IT unit, this position is the sole technical staff member based in the Michael A. Bilandic Building in Chicago and reports directly to the IT Director in Springfield.

### *The essential functions of this position include:*

- Assist in the maintenance of approximately 30 servers via Remote Desktop Protocol (RDP) and Secure Administrative Workstations (SAW).
- Support the administration of the enterprise-wide Active Directory domain and Google Workspace environment.
- Perform server patching and updates as directed; coordinate restarts using risk and vulnerability consoles.
- Conduct daily reviews of server event logs and report anomalies to the IT Director for troubleshooting.
- Monitor backup logs to ensure successful completion and report any failures for remediation.
- Provide comprehensive IT support for House Democratic Staff in the Chicago office, addressing hardware, software, and connectivity needs.
- Perform daily and weekly testing procedures for Chicago office audio/video systems and submit detailed health reports
- Travel to Springfield as required to provide on-site technical and audio/video support for the Office of the Speaker during the legislative session.

### **Compensation & Benefits:**

- \$60,000–\$75,000 annual salary.
- Health, dental, vision, prescription, behavioral health, and life insurance.
- Participation in State Employees' Retirement System.
- Optional participation in a health savings account and deferred compensation programs.
- Competitive vacation, sick, and personal time.
- Reimbursement for travel, mileage, and lodging at rates established by Illinois State Law.

### **Work Environment:**

- Work is largely performed in the Michael A. Bilandic Building at 160 N. LaSalle in Chicago and the Illinois Capitol Complex in Springfield.
- The person in this position needs to be able to remain in a stationary position for extended periods, as well as move about the office and Capitol complex as necessary.
- The person in this position constantly operates a computer and other technical machinery.
- The person in this position frequently communicates with staff and must be able to professionally exchange accurate information.
- Typical work hours in the Chicago office are 9:00 am to 5:00 pm.
- Springfield work hours are 8:30 am to 4:30 pm on non-session days. Session day hours are subject to change based on the legislative schedule.

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.

### **Minimum Qualifications:**

- Bachelor's degree in Computer Science, Information Technology, or a related field preferred.
- 1-2 years of experience in technical support or entry-level systems administration.
- Technical proficiency in Windows Server, Active Directory, and remote administration tools.
- Professional demeanor and the ability to adapt and work with different or difficult personalities.
- Ability to work in an unpredictable environment and a willingness to work long hours, when needed, during the legislative session.
- Valid driver's license and the ability to travel to Springfield as needed.