

NOW HIRING

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

- Receiving reports that must be filed with the Illinois General Assembly;
- Receiving and distributing legislative note requests on legislation;
- Updating sponsorship changes on legislative measures as requested by members;
- Assisting the public to track legislative information;
- Tracking and handling invoices for legislative resolutions;
- Preparing and mailing adopted resolutions;
- Screening filed resolutions for potential expedited adoption;
- Assisting with filing legislative measures for consideration by the House of Representatives;
- Working cooperatively with office staff to complete general office duties; and
- Other tasks as assigned.

Salary Range:

- \$48,000 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.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Strong knowledge of Microsoft Word, Outlook, and Excel;
- Excellent verbal and written communication skills; and
- Ability to work flexible hours during legislative session.

The Office of the Clerk 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.

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

Michelle McCaskell
Illinois House of Representatives
Office of the Clerk
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MichelleL@ilga.gov