

# NOW HIRING

## Legislative Receptionist

*Office of the Clerk of the  
Illinois House of Representatives*

The Illinois House of Representatives seeks a legislative receptionist, within the Office of the Clerk, to provide clerical and administrative support for members of the House of Representatives. *The primary responsibilities of this position include:*

- Receiving, screening, and routing correspondence and telephone calls;
- Communicating with the members' district office personnel and other assigned staff;
- Taking complete messages and ensuring messages are directed to the appropriate party;
- Professionally greeting constituents and visitors of the Capitol Complex;
- Directing the public to the appropriate offices they seek;
- Running basic errands on the Capitol Complex, such as delivering paperwork;
- Copying and emailing documents;
- Discreetly handling confidential information;
- Providing additional administrative support to members as needed; and
- Other tasks as assigned.

### Salary Range:

- \$42,000 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);
- One-year prior experience in a receptionist or office assistant role preferred;
- Knowledge of Microsoft Office and GSuite;
- Strong verbal and written communication skills.

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:

Marquitta Thomas  
Illinois House of Representatives  
Room 420 Statehouse  
Springfield, IL 62706  
[MThomas@hds.ilga.gov](mailto:MThomas@hds.ilga.gov)