

NOW HIRING

Paralegal

Office of the Speaker of the House of Representatives

The Illinois House of Representatives Legal Unit is seeking a highly organized, detail-oriented Paralegal to provide comprehensive legal, administrative, and research support to staff attorneys at the direction of the Chief Counsel. This position plays a key role in assisting with legislative drafting, tracking state legislation, organizing committee documentation, and supporting legal compliance and research initiatives in a fast-paced public policy environment.

The essential functions of this position include:

- Conduct legal, statutory, legislative, and policy research.
- Prepare, assemble, organize, and synthesize information and other materials managed by the Legal Unit.
- Assist attorneys in drafting and reviewing legislative proposals, amendments, resolutions, legal memoranda, and other relevant work products.
- Maintain legal files, electronic document repositories, and legislative reference databases.
- Respond to legal research inquiries from House members, legislative staff, and state agency personnel under attorney supervision.
- Assist in the coordination, scheduling, and confirmation of meetings between attorneys and legislative stakeholders.
- Perform other administrative duties as needed to support the legal office operations.
- Maintain the highest level of confidentiality for all matters.

Interested applicants should email a résumé, cover letter, writing sample (no more than 3 pages), and three references to:

Lacey Stauffer
Office Manager
217-782-7603
lstauffer@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.

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 on session days 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 constantly operates a computer and other office productivity machinery.
- Typical work hours are 8:30 am to 4:30 pm on non-session days. Hours are subject to change especially during Session. Occasional weekends may be required.

Compensation:

- Salary \$60,000
- 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:

- Minimum two years of paralegal or legal assistant experience, preferably in government, legislative affairs, or administrative law preferred.
- Bachelor's degree in Paralegal Studies, Political Science, Legal Studies, or a related field preferred.
- Strong understanding of the legislative process and legal terminology.
- Proficiency with legal research databases and standard office software tools. Google Suite is preferred.
- Ability to prioritize and coordinate projects for multiple attorneys simultaneously.
- Exceptional written and oral communication skills, with keen attention to detail.
- Ability to handle confidential materials with discretion.
- Strong analytical and problem-solving skills.