

Now  
Hiring



## Filing Clerk

Office of the Clerk of the  
Illinois House of Representatives

### **Essential Functions**

- Filing legislation for members;
- Printing the official copy of each bill and amendment;
- Delivering messages and legislation to the Senate;
- Monitoring House legislative sessions;
- Assisting with proofreading the House Journal;
- Recording and maintaining audio for assigned committee hearings;
- Ensuring proper motions and procedures are followed in committees;
- Collecting and maintaining all documents that were distributed in a committee;
- Copying, assembling, and distributing committee records;
- Preparing committee rooms for a hearing; 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; and
- Strong grammar and spelling comprehension.

### **Salary:**

- \$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.

*The Office of the Clerk is seeking an individual to fill the position of Filing Clerk. This position will be located in Springfield, Illinois and is not eligible for remote or hybrid work.*

### **FOR MORE INFORMATION OR TO APPLY**

Applicants can upload their 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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