

Administrative Assistant to the Chief of Staff Office of the Speaker of the House

The Illinois House of Representatives is seeking an individual to fill the position of Administrative Assistant to the Chief of Staff within the Office of the Speaker of the House. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Answering and screening calls for the Chief of Staff;
- Scheduling appointments for the Chief of Staff and maintaining her schedule;
- Updating the Chief of Staff's contacts with phone number and email changes or additions;
- Scheduling travel arrangements for the Chief of Staff;
- Contacting and speaking with legislators and others to select appointments to Boards and Commissions. This also includes producing notification letters of these appointments;
- Preparing and maintaining documents needed for daily floor actions (this includes Microsoft Word and Excel documents);
- Assisting members of the General Assembly and staff with the video conference equipment as needed; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or Equivalent (some college or Associates Degree preferred)
- 1 year prior experience in a receptionist or office assistant role;
- 1 year prior experience with the IL General Assembly;
- Very strong in Microsoft Word, Excel, and Outlook; and
- Excellent verbal and written communication skills

Salary Range:

- \$37,000 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

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

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