

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

The Illinois House of Representatives seeks a legislative assistant for Democratic legislators within the Office of the Clerk. This position is located in Springfield, Illinois.

The primary responsibilities of this position include:

- Providing administrative secretarial support to two Democratic legislators;
- Maintaining member schedules and arranging travel;
- Scheduling appointments and arranging meetings as requested by a member;
- Corresponding with constituents and handling confidential information;
- Communicating with the members' district office personnel;
- Receiving, screening, and routing correspondence and telephone calls;
- Professionally greeting visitors of the Capitol Complex;
- Tracking legislation through the legislative process;
- Creating and maintaining budgets and contact lists;
- Copying and emailing documents;
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- One year prior experience in a receptionist or office assistant role preferred;
- Very strong in Microsoft Word, Excel, and Outlook; and
- Excellent verbal and written communication skills

Salary Range:

- \$26,000 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 a resume and contact information for three professional references to:

Susan Shankland  
Illinois House of Representatives  
Office of the Clerk  
Room 420, Statehouse  
Springfield, IL 62706  
[sshankland@ilga.gov](mailto:sshankland@ilga.gov)

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