

**Receptionist  
Office of the Speaker of the House**

The Illinois House of Representatives is seeking an individual to fill the position of Receptionist in the Office of the Speaker of the House. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Greeting visitors at the door and announcing or directing them to the appropriate offices;
- This job may require you to be friendly yet assertive at busy times during session;
- Answering and screening phone calls that may come in for Speaker Madigan, Members of Leadership, and the Chief of Staff;
- Being able to manage and control large groups that may come into the office (you will have security on very busy days to assist with this);
- Taking clearly written messages for Speaker Madigan, the Chief of Staff, and the Press Secretary;
- Providing and maintaining basic information about the office, Members of the Leadership Team and Leadership staff (names, phone numbers, email addresses, office numbers);
- Producing form letters as needed;
- Producing travel vouchers as needed;
- Emailing, copying, and faxing documents;
- Utilizing specific web-based tools (e.g., Sec. of State Lobbyist Search database);
- Assisting with office supply orders;
- Assisting representatives or staff with the video conference equipment; and
- Other tasks as assigned.

Minimum Qualifications:

- Basic knowledge of Microsoft Office, Outlook and Excel;
- High School Degree or Equivalent;
- Prior experience in a receptionist or office assistant role; and
- Strong verbal communication skills.

Salary Range:

- \$27,000 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:

Mika Baugher  
Illinois House of Representatives  
Office of the Speaker  
Room 300, Statehouse  
Springfield, IL 62706  
[mbaugher@hds.ilga.gov](mailto:mbaugher@hds.ilga.gov)

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