

Administrative Assistants Supervisor
Office of the Clerk of the Illinois House of Representatives

The Illinois House of Representatives seeks a supervisor of the administrative assistants to Democratic members within the Office of the Clerk. This position is located in Springfield, Illinois.

The primary responsibilities of this position include:

- Supervising the clerical staff of 30 employees who serve Democratic Members of the Illinois House of Representatives;
- Compiling timesheets and submitting payroll to the fiscal office;
- Assisting with hiring and training new employees;
- Assisting in the execution of office policies and procedures;
- Evaluating employee work performances and coaching staff;
- Handling confidential administrative responsibilities;
- Corresponding with superiors for consistency in policies;
- Providing guidance on resources for grievances and concerns;
- Providing recommendations on personnel matters;
- Providing administrative support for a Democratic Representative; and
- Other tasks as assigned.

Minimum Qualifications:

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

Salary Range:

- \$45,000 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:

John Hollman
Illinois House of Representatives
Office of the Clerk
Room 420, Statehouse
Springfield, IL 62706
johnh@ilga.gov

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