

Chief Journal Clerk
Office of the Clerk of the Illinois House of Representatives

The Office of the Clerk is seeking an individual to fill the position of Chief Journal Clerk. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Supervising an office of four to seven employees;
- Ensuring the status of legislative measures in the House of Representatives is accurate;
- Monitoring House legislative sessions;
- Creating committee schedules and posting legislative committees;
- Ensuring constitutional, statutory, and other legislative rules are followed;
- Creating and updating statistical information, session schedules, and other reports;
- Working as a liaison for the office to various legislative agencies and personnel;
- Providing final proof of House Journals to ensure accuracy;
- Ensuring staff are following the office's personnel rules and regulations; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Two-years prior work in the Illinois General Assembly;
- Strong knowledge of Microsoft Word, Outlook, and Excel; and
- Strong grammar and spelling comprehension.

Salary Range:

- \$55,000 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
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Office of the Clerk
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Springfield, IL 62706
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