

Administrative Assistant to the Majority Leader  
**Office of the Speaker of the House of Representatives**

The Illinois House of Representatives seeks an Administrative Assistant for the Democratic Majority Leader within the Office of the Speaker of the House. This position is located in Springfield, Illinois.

The primary responsibilities of this position include:

- Providing administrative secretarial support to the Majority Leader;
- Working with staff to file legislation for the Majority Leader;
- Creating bill folders for the Majority Leader;
- Tracking legislation through the legislative process;
- Maintaining the Majority Leader's Google Calendar - Scheduling appointments and arranging meetings; Maintaining the Majority Leader's schedules, arranging travel, and making dinner reservations;
- Corresponding with constituents and handling confidential information;
- Communicating with the Majority Leader's district office personnel;
- Creating vouchers and maintaining the district office's budget spreadsheet;
- Keeping track of the attendance of the Democratic members on session days and reporting it to the Clerk of the House;
- Receiving, screening, and routing correspondence and telephone calls;
- Professionally greeting constituents and visitors to the Capitol Complex;
- Creating and maintaining budgets and contact lists;
- Compiling the Rules Report as directed by the Chief of Staff;
- Copying and emailing documents; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- One year prior experience with the Office of the Speaker (Clerk's Office and/or partisan staff);
- Very strong skills in Google Suite, Microsoft Word, and Excel; and
- Excellent verbal and written communication skills.

Compensation:

- \$35,000 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:

Human Resources  
Illinois House of Representatives  
Office of the Speaker  
419 Stratton Building  
Springfield, IL 62706  
HumanResources@hds.ilga.gov

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