

Bill Status Clerk
Office of the Clerk of the Illinois House of Representatives

The Office of the Clerk seeks a Bill Status Clerk. This position is located in Springfield, Illinois.

The primary responsibilities of this position include:

- Inputting all legislative motions and actions to a legislative measure's status;
- Processing legislative deadlines and extensions on legislative measures;
- Creating lists of legislative measures to be read in perfunctory session;
- Monitoring House legislative sessions;
- Proofreading each session's activities for accuracy;
- Using software to create the daily session calendar;
- Assisting with proofreading daily journals; and
- Other duties as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Two-years prior experience with the Illinois General Assembly;
- Strong skills in Microsoft Word, Excel, and Outlook;
- Excellent verbal and written communication skills;
- Ability to work flexible hours during legislative session.

Salary & Benefits:

- \$38,000 minimum starting salary;
- 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:

Jennifer Timms
Illinois House of Representatives
Office of the Clerk
Room 426 Statehouse
Springfield, IL 62706
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