

**Illinois House of Representatives
Office of Speaker Emanuel “Chris” Welch
Office Assistant, Communications Unit**

Job Type: Full time, Payroll

Reports to: Office Manager, Communications Unit

Location: Springfield, Illinois

Number of Positions: 1

Date: 10-01-21

Summary: The Office Assistant provides clerical and administrative support to the Communications Unit and reports directly to the Office Manager. The position is based in Springfield, Illinois.

Essential Functions:

- Receive, screen, and route correspondence and telephone calls;
- Assist the Office Manager with calendar and contact additions;
- Communicate with the members’ district office personnel and other Springfield-based assigned staff;
- Provide communications support to staff, including but not limited to media clips and mailing support;
- Disseminate committee schedules and postings to appropriate staff;
- Serve as main point of contact for reporting maintenance issues, reserving conference rooms, and scheduling conference lines;
- Assist Office Manager with time off request tracking;
- Assist with supply orders;
- Distribute staff-wide memos and announcements to Unit staffers;
- Take complete messages and ensure messages are directed to the appropriate party;
- Professionally greet visitors to the office;
- Announce or direct members of the public to the appropriate offices;
- Complete basic errands on the Capitol Complex, such as delivering paperwork;
- Copy and email documents;
- Provide additional administrative support to members as needed; and
- Other tasks as assigned.

Required Qualifications:

- High school degree or equivalent;
- Knowledge of Microsoft Office and GSuite;
- Strong verbal and written communication skills;
- One year prior experience in the General Assembly preferred; and
- One year prior experience in a receptionist or office assistant role preferred.

Compensation:

- \$30,000 minimum 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; and
- Competitive vacation, sick, and personal time.

Work Environment:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois which is open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days and 8:00 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

Application Information:

Interested candidates should send a resume and cover letter to:

Pamela Lassiter
Human Resources Director and EEO Officer
Illinois House of Representatives
Office of the Speaker
Stratton Building Room 419
401 S. Spring Street
Springfield, IL 62706
jobs@hds.ilga.gov

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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