

## **Job Opening – Executive Assistant to the Deputy Chief of Staff – Appropriations**

The Illinois House Republican Staff is seeking a responsible Executive Assistant to perform a variety of administrative and clerical tasks. Responsibilities include but are not limited to:

- Handling various administrative requests from the Deputy Chief of Staff - Appropriations, and other staff members
- Organizing calendar and scheduling appointments for the Deputy Chief of Staff - Appropriations
- Utilizing the Illinois General Assembly website tracking legislation throughout the legislative process, including running queries and reports
- Using staff computer network system to ensure bill and budget analyses are up to date in shared file system with General Assembly member's computers on the House Floor
- Coordinating appointments to various task forces and commissions
- Coordinating remote committee hearings through Zoom
- Answering and directing phone calls to the appropriate staffer
- Writing and distributing emails, correspondence memos, letters, faxes and forms
- Assisting in the preparation of State budget documents
- Learning and maintaining the office filing system
- Maintaining contact lists
- Booking travel arrangements
- Providing general support to managers and staff

The candidate should have excellent oral and written communication skills and able to organize their workload. An ideal Executive Assistant should also facilitate an efficient day-to-day operation of the office.

Typical work hours are 8:30 am to 4:30 pm on non-session days. On session days hours are more typically 8:30 am to 7:00 pm but are subject to change and late evenings and occasional weekends may be required.

Requirements:

- Working knowledge of office equipment including printers, copiers, scanners, and fax machines
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Strong organizational skills with the ability to multi-task
- Ability to conform to work hours as required by session calendar

We offer a competitive salary based on experience, as well as the recently expanded State of Illinois benefits package which includes access to a defined benefit plan, deferred compensation plan, and health/dental/life insurance.

Interested applicants should send a resume and cover letter to:

Illinois House Republican Leadership  
HR Fiscal Office  
401 South Spring Street, Room 623  
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(217)782-2041