

**Legislative Assistant to a Leadership Member  
Office of the Speaker  
Illinois House of Representatives**

**Job Type:** Full time, Payroll

**Reports to:** Executive Assistant to the Speaker of the House

**Location:** Sangamon County, Illinois

**Number of positions:** 1

**Date:** February 8, 2023

**Responsibilities:**

- Providing administrative secretarial support to one or more Democratic Leadership members;
- Maintaining member schedules and arranging travel;
- Scheduling appointments and arranging meetings as requested by a member;
- Corresponding with constituents and handling confidential information;
- Tracking constituent correspondence in database;
- Communicating with the members' district office personnel;
- Receiving, screening, and routing correspondence and telephone calls;
- Professionally greeting constituents and visitors of the Capitol Complex;
- Creating and submitting vouchers as requested;
- Tracking legislation through the legislative process;
- Creating and maintaining budgets and contact lists;
- Copying and emailing documents; and
- Other tasks as assigned.

**Minimum Qualifications:**

- High school degree or equivalent (some college preferred);
- Prior experience with the General Assembly preferred;
- One year prior experience in a receptionist or office assistant role preferred;
- Very strong skills in Google Suite, Microsoft Word, Excel; and
- Excellent verbal and written communication skills.

**Compensation:**

- Minimum of \$38,000, 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; and
- Competitive vacation, sick, and personal time.

**Work Environment:**

- Work is performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the complex is provided by Illinois Secretary of State Police.
- The working environment on session days 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 others and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

**Application Information:**

Qualified applicants should submit cover letter, resume, and contact information for three professional references to:

Pamela Lassiter  
Human Resources Director  
Illinois House of Representatives  
Office of the Speaker  
Room 419, Stratton Building  
Springfield, IL 62706  
humanresources@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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