

**Illinois House of Representatives
Office of the Clerk
Legislative Receptionists Supervisor**

Job Type: Full time, Payroll
Reports to: Chief Clerk of the House
Location: Springfield, Illinois
Number of Positions: 1
Date: 10-01-21

Summary: The Illinois House of Representatives seeks a legislative receptionist supervisor, within the Office of the Clerk, to support the work of employees of that section. This position is located in Springfield, Illinois.

Essential Functions:

- Supervise the clerical staff who serve members of the Illinois House of Representatives;
- Assist with hiring and training new employees;
- Assist in the execution of office policies and procedures;
- Evaluate employee work performances and coaching staff;
- Handle confidential administrative responsibilities;
- Correspond with superiors for consistency in policies;
- Provide guidance on resources for grievances and concerns;
- Provide recommendations on personnel matters;
- Provide administrative support for a member, if needed; and
- Other tasks as assigned.

Required Qualifications:

- High school degree or equivalent (some college preferred);
- 1 year prior experience in a receptionist or office assistant role;
- 1 year prior experience with the Illinois General Assembly;
- Very strong knowledge of Microsoft Office and GSuite; and
- Excellent verbal and written communication skills

Compensation:

- \$40,000 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

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 contact information for three professional references to:

John Hollman
Illinois House of Representatives
Office of the Clerk
Room 420, Statehouse
Springfield, IL 62706
JohnH@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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