

NOW HIRING

Executive Assistant to the Chief of Staff

*Illinois House of Representatives,
Office of the Speaker*

Responsibilities:

- Provide administrative secretarial support to the Chief of Staff;
- Handle confidential information;
- Providing professional phone coverage by screening incoming calls and documenting comprehensive messages;
- Managing the Chief of Staff's calendar and coordinating all appointments;
- Gather and organize all required briefing materials ahead of scheduled meetings and events;
- Professionally greeting visitors and overseeing all logistical aspects of meetings;
- Updating the Chief of Staff's contacts with phone number and email changes or additions;
- Scheduling travel arrangements for the Chief of Staff;
- Prepare travel documents and manage reimbursements;
- Prepare, proofread, and format letters and reports;
- Produce comprehensive data reports as requested by the Chief of Staff;
- Participate in continuous professional development;
- Maintain office documents and files; and
- Other tasks as assigned.

Compensation & Benefits:

- Minimum \$65,000 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 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 8:30 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

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.

The Office of the Speaker of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.

Minimum Qualifications:

- High school degree or Equivalent (some college or Associates Degree preferred)
- 3-year prior experience in a receptionist or office assistant role;
- 1-year prior experience with the IL General Assembly preferred;
- Very strong in Microsoft Word and Excel and Goggle Workspace (Gsuite); and
- Excellent verbal and written communication skills
- No remote option