

# Illinois Senate

## Secretary of the Senate's Office

### Minutes Clerk

The Senate Minutes Clerk is responsible for producing official Senate Minutes for each legislative day, filing and maintaining records for all bills and resolutions, as well as, general office duties to assist with day to day and General Assembly session requirements. The position is located in Springfield, Illinois and does not offer a remote work component.

#### PRIMARY SKILLS NEEDED FOR THIS POSITION:

- Multitasking (i.e., being able to listen, understand and record information simultaneously);
- Good working knowledge of computers, Word-based programs and web-based tools;
- Strong proofreading capabilities;
- Solid ability to stay focused and organized under specific timeframes in a distracting environment;
- Familiarity with the State legislative process and/or the desire to learn.

#### Minimum Qualifications:

- College Degree/Some College or High School degree/equivalent with experience;
- Basic knowledge of Microsoft Word, Outlook and Excel;
- Clerical experience or knowledge;
- Strong organizational skills; and
- Ability to work overtime hours during the legislative session (generally Jan. – May)
- Ability to work collaboratively with others

#### Salary Range:

- \$55,000 minimum; compensation based on experience and education
- Health, dental, vision, prescription, behavioral health, and life insurance detailed at <https://cms.illinois.gov/benefits/stateemployee.html>
- Participation in the State Employees' Retirement System;
- Optional participation in health saving account and Deferred Compensation programs
- Competitive vacation, sick, and personal time

Qualified applicants should submit a resume to:

Missy Jennings  
Director of Human Resources  
Room 403-F Capitol Building  
Springfield, IL 62706  
[senatehr@ilga.gov](mailto:senatehr@ilga.gov)