

Illinois Senate

Secretary of the Senate's Office

Enrolling and Engrossing Transcribing Clerk

The transcription clerk is responsible for producing written copies of audio files into long-form text, editing published copy drafts and general office duties to assist with day to day and General Assembly session requirements. The position is located in Springfield, Illinois.

PRIMARY SKILLS NEEDED FOR THIS POSITION:

- Ability to convert audio into text with an enhanced ability to listen;
- Multitasking (i.e., being able to listen, understand and type simultaneously);
- Fast and accurate typing skills;
- Ability to search for information specific to the legislature;
- Command over language - both formal as well as colloquial, grammar, and punctuation;
- Good working knowledge of computers, Word-based programs and web-based tools;
- Strong proofreading capabilities;
- Interpretation of voice searches and commands while cross-referencing internet search results to determine accuracy with regard to speaker intent and spelling;
- Solid ability to stay focused and organized under specific timeframes;
- Familiarity with the State legislative process and/or the desire to learn.

Minimum Qualifications:

- High school degree or equivalent;
- Basic knowledge of Microsoft Word, Outlook and Excel;
- Clerical experience or knowledge;
- Strong grammar and spelling comprehension; and
- Ability to work flexible hours during the legislative session.

Salary Range:

- \$45,000 minimum; compensation based on experience and education
- Health, dental, vision, prescription, behavioral health, and life insurance detailed at <https://www2.illinois.gov/cms/benefits/Pages/default.aspx>
- 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 058-C Capitol Building
Springfield, IL 62706
mjennings@ilga.gov