

**Human Resources Assistant
Office of the Speaker
Illinois House of Representatives**

The Illinois House of Representatives is seeking an administrative professional to fill a position in the Human Resources Unit supporting recruitment and outreach, new hire paperwork and training administration within the Office of the Speaker. The position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Supporting the HR Director in a variety of HR administrative and clerical duties
- Responding to all internal and external HR related inquiries, forms or requests
- Maintaining HR computer system by updating and entering data
- Setting appointments, arranging meetings and maintaining calendars
- Preparing and compiling reports and spreadsheets
- Participating in recruitment efforts by posting job ads, organizing resumes and job applications, and assisting in outreach and sourcing of applicants
- Scheduling job interviews and assisting in interview process
- Ensuring criminal background and reference checks are completed
- Preparing new employee files
- Maintaining records related to employee complaints, performance reviews, workplace safety and disciplinary actions
- Coordinating training sessions and seminars as well as outreach events
- Completing termination paperwork
- Other duties as assigned

Qualifications:

- High school diploma or equivalent, some college strongly preferred
- At least two years administrative experience, including recent experience in Human Resources, Social Services or Government
- Must be adept at problem-solving, including being able to identify issues and support solutions in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally
- Must be able to effectively read and interpret information, present numerical data in a clear manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction
- Must be highly computer literate with capability in email, MS Office
- Shall be able to exhibit a high level of confidentiality

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.

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.