



Now
Hiring

Legislative Receptionist

Office of the Clerk of the Illinois House of Representatives

The Illinois House of Representatives seeks a legislative receptionist, within the Office of the Clerk, to provide clerical and administrative support for members of the House of Representatives. This position is located in Springfield, Illinois.

Primary Responsibilities:

- Receiving, screening, and routing correspondence and telephone calls;
- Communicating with the members' district office personnel and other assigned staff;
- Taking complete messages and ensuring messages are directed to the appropriate party;
- Professionally greeting constituents and visitors of the Capitol Complex;
- Directing the public to the appropriate offices they seek;
- Running basic errands on the Capitol Complex, such as delivering paperwork;
- Copying and emailing documents;
- Discreetly handling confidential information;
- Providing additional administrative support to members as needed; and
- Other tasks as assigned.

Qualifications:

- High school degree or equivalent (some college preferred);
- One-year prior experience in a receptionist or office assistant role preferred;
- Knowledge of Microsoft Office and GSuite;
- Strong 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.

FOR MORE INFORMATION OR TO APPLY
Interested candidates should send a resume
and contact information for three professional
references to:

Marquitta Thomas
Illinois House of Representatives
Room 420 Statehouse
Springfield, IL 62706
MThomas@hds.ilga.gov

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