

## ILLINOIS SENATE REPUBLICAN CAUCUS

# LEGISLATIVE ASSISTANT

**POSITION TITLE:** Legislative Assistant

**JOB TYPE:** Full-Time (35 hours per week)

**DUTIES AND RESPONSIBILITIES:**

- Coordinate and maintain the senator's calendar throughout the legislative session, setting up meetings, tracking committee hearings, and scheduling appointments
- Track and maintain the senator's legislation and other legislative and constituent records
- Schedule and prep the senator for meetings with constituents, agency officials, and other stakeholders
- Serve as a liaison between the senator and caucus staff, state agencies, and other stakeholders
- Work with other caucus staff to ensure the senator receives seamless staff support
- Prepare resolutions, certificates, and other constituent materials for the senator
- Answer phones, letters, and emails on behalf of the senator's office, drafting correspondence, thank-you notes, and other written materials on behalf of the senator
- Welcome visitors and constituents to the senator's office, arranging tours, meetings, etc.
- Assist with constituent casework as directed by the senator's district office utilizing the caucus' constituent relationship management program
- Maintain confidential information
- Potential for travel to/from the District Office and Springfield

**EXPERIENCE, QUALITIES AND SKILLS:**

- Detail-oriented professional with strong organizational skills
- Familiarity with Microsoft Word, Excel, and PowerPoint
- Proven team player with the ability to work with others
- Knack for customer service and independent troubleshooting
- Good communicator – both verbal and written
- Knowledge of governmental and legislative processes preferred, but not required

**COMPENSATION & BENEFITS:**

- Minimum salary of \$48,000, with final compensation based on experience and education
- Comprehensive benefits including health, dental, vision, prescription, behavioral health, and life insurance, for details visit [www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx](http://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx)
- Participation in the State Employees' Retirement System (SERS).
- Optional participation in Health Savings Account (HSA) and Deferred Compensation Programs.



## TO APPLY:

Please submit a cover letter, a professional resume to Mary Lou Frank, Executive Assistant to Leader Curran, at [mfrank@sgop.ilga.gov](mailto:mfrank@sgop.ilga.gov).

*Applications will be accepted and reviewed on a rolling basis. The Office of the Senate Republican Leader 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 and state laws.*

