



Chief Committee Clerk

Office of the Clerk of the Illinois House of Representatives

The Illinois House of Representatives seeks a Chief Committee Clerk for the Office of the Clerk. This position is located in Springfield, Illinois and is not eligible for remote or hybrid work.

Primary Responsibilities:

- Managing committee operations and assigning staff, under the supervision of the Chief Journal Clerk, to work specific committees;
- Ensuring proper motions and procedures are followed in committees;
- Maintaining all audio recordings and records for each committee;
- Responding to public requests for information;
- Preparing and updating committee schedules and ensuring the committees are staffed;
- Staffing the Rules Committee;
- Posting committees for public awareness;
- Managing submitted witness slips;
- Ensuring the committee clerks work cooperatively with other departments;
- Traveling to committee hearings across the state if needed;
- Ensuring staff are following the office's personnel rules and regulations; and
- Assisting with proofing the legislative journals.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- One-year prior experience with the Illinois General Assembly;
- Very strong skills in Microsoft Word, Excel, and Outlook;
- Excellent verbal and written communication skills;
- Ability to work flexible hours during the legislative session.

Compensation:

- \$55,000 minimum starting salary;
- 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 cover letter to:

Michelle McCaskell
Office of the Clerk, Room 426 Capitol
Springfield, IL 62706
MichelleL@ilga.gov