



NOW HIRING

Interested candidates should send a resume and cover letter to:

Pamela Lassiter
Human Resources Director and EEO Officer
Illinois House of Representatives
Office of the Speaker
Stratton Building Room 419
401 S. Spring Street
Springfield, IL 62706
jobs@hds.ilga.gov

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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District Office Constituent Services Administrator

(Spanish/English bilingual preferred)

Office of Speaker Emanuel "Chris" Welch

Compensation:

- Salary of \$45K-\$50K based on experience
- 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.

Work Environment:

- Work is performed in the constituent services office for the 7th House District and may be performed in satellite office hour locations as needed
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 9:00 am to 5:00 pm. Occasional nights and Sat may be required.
- Travel may be required.

Minimum Qualifications:

- College degree required
- Detail-oriented with strong organizational skills and the ability to upscale work product
- Demonstrated competency in verbal and written communication with the ability to work with different or difficult personalities
- Professional demeanor rooted in self-motivation that leads to initiation throughout workplan
- A Demonstrated interest in state government, politics and policy, current affairs, public service or non-profit work, particularly in Democratic politics.
- Spanish/English bilingual (both written and oral) is preferred.