

We Are Hiring



ADMINISTRATIVE ASSISTANT

ABOUT

The Administrative Assistant is crucial in maintaining the smooth functioning of the office. Standard working hours are from 8:30 AM to 4:30 PM on non-session days, while session hours typically run from 8:30 AM to 7:00 PM, though these may vary. Occasional weekend work may be necessary. Primary duties involve managing schedules, handling correspondence, coordinating meetings, and offering general administrative support. This position requires strong organizational skills, effective oral and written communication, and the ability to multitask, all of which contribute to supporting the team and enhancing overall operational efficiency.

RESPONSIBILITIES INCLUDE *BUT ARE NOT LIMITED TO*

- Handling various administrative requests from supervisors and other staff members
- Organizing calendar and scheduling appointments for supervisors and staff
- Utilizing the Illinois General Assembly website by tracking legislation throughout the legislative process including running queries and reports
- Using a staff network system to ensure bill and budget analyses are up to date in a shared file system with the General Assembly members' computers on the House Floor
- Coordinating appointments to various task forces and commissions
- Coordinating remote committee hearings through Zoom, as needed
- Answering and directing phone calls to the appropriate staffer
- Writing and distributing emails, correspondence memos, letters, scans, and forms
- Assisting in the preparation of state budget documents
- Maintaining the office filing system
- Maintaining contact lists
- Coordinating staff meal orders on session days
- Booking travel arrangements within state travel regulations
- Providing general support to staff

REQUIREMENTS

- High School Diploma
- Working knowledge of office equipment including printers, copiers, scanners, and fax machines
- Proficiency in Microsoft Office (Excel and Word, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- Ability to conform to work hours as required by session calendar

BENEFITS

- Immediate service credit in the State Employee Retirement System (SERS)
- One times your salary in a life insurance at no cost to you.
- Sick, vacation, personal, and compensatory time off.
- Option for a flex-time schedule during non-session time.
- Multiple health plan options for health, dental, and vision benefits
- Deferred compensation program, flexible spending accounts, & wellness programs

STARTING SALARY \$40,000 (BASED ON EXPERIENCE)

If you or someone you know is interested, kindly email a resume to hrfiscaloffice@hrs.ilga.gov