



# Committee Clerk

Office of the Clerk of the Illinois House of Representatives

*The Illinois House of Representatives seeks a Committee Clerk within the Office of the Clerk. This is a temporary, contractual position through May 31, 2025, with some evening and weekend work times required based on the legislature's schedule. This position is located in Springfield, Illinois.*

## **Primary Responsibilities:**

- Recording and maintaining audio for each committee hearing;
- Ensuring proper motions and procedures are followed in committees;
- Recording legislative actions on legislation;
- Collecting and maintaining all documents that were distributed in a committee;
- Responding to public requests for information;
- Copying, assembling, and distributing committee records;
- Preparing committee rooms for a hearing;
- Transcribing legislative debates; and
- Other duties as assigned.

## **Minimum Qualifications:**

- High school degree or equivalent (some college preferred);
- Very strong skills in Microsoft Word, Excel, and Outlook; and
- Excellent verbal and written communication skills.

## **Compensation:**

- \$18 an hour

**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