



# NOW HIRING

## Journal Clerk

*Office of the Clerk of the  
Illinois House of Representatives*

The Office of the Clerk is seeking an individual to fill the position of **Journal Clerk**. This position will be located in Springfield, Illinois. *The primary responsibilities of this position include:*

- Monitoring House legislative sessions;
- Creating the daily record of all actions taken by the House;
- Proofreading the actions in the journal;
- Uploading the daily journal to the legislative website;
- Publishing roll call votes to the legislative website;
- Compiling and printing each House journal by legislative day;
- Delivering messages and legislation to the Senate;
- Recording and maintaining audio for assigned committee hearings;
- Ensuring proper motions and procedures are followed in committees;
- Collecting and maintaining all documents that were distributed in a committee;
- Copying, assembling, and distributing committee records;
- Preparing committee rooms for a hearing; and
- Other tasks as assigned.

### Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Prior work in the Illinois General Assembly preferred;
- Strong knowledge of Microsoft Word, Outlook, and Excel; and
- Strong grammar and spelling comprehension.

### Benefits:

- Salary Range: \$40,000 minimum; compensation based on experience and education;
- 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.

The Office of the Speaker of the Illinois House of Representatives 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 or state laws.

Qualified applicants should submit a resume and contact information for three professional references to:

Michelle McCaskell  
Illinois House of Representatives  
Office of the Clerk  
Room 426 Statehouse  
Springfield, IL 62706  
[MichelleL@ilga.gov](mailto:MichelleL@ilga.gov)