



## VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.7383

**JANUARY 12, 2026**

**PLEASE POST**

### **GOVERNMENT RELATIONS SECRETARY Springfield, Illinois**

**DEADLINE FOR INTERNAL APPLICATIONS:** January 27, 2026

**EFFECTIVE DATE:** To Be Determined

**HOW TO APPLY:** Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) and [External Candidates Apply Here](#)

**INTERVIEWS:** Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

**STAFF AUTHORITY AND RELATIONSHIPS:** Directly responsible to the assigned professional staff, Director of Government Relations, and Executive Director.

**POSITION DESCRIPTION:** Performs varied and complex secretarial duties of a highly responsible nature; maintains efficient office procedures and practices designed to offer greatest support to the department and membership; performs some office administrative tasks.

#### **RESPONSIBILITIES:**

1. Handles and/or assists in handling confidential matters; screens telephone calls and visitors; handles correspondence, filing, messages, calendar, and other secretarial duties.
2. Performs all clerical functions of the office as directed.
3. Creates, stores and maintains legislative user files to track bills introduced in the legislature. Generates user files, queries and customized reports, retrieves committee postings and bill assignments and downloads the daily House and Senate calendars via the Legislative Information System.
4. Downloads, distributes copies and maintains files of the Daily Legislative Reports from the State Capital Information Service.
5. Makes necessary trips to the Legislative Reference Bureau, House and Senate Bill rooms, Teachers' Retirement System, Illinois Office of Education, State Board of Education, State Board of Elections, Secretary of State, Post Office, and various other boards and commissions.
6. Makes necessary arrangements for meetings of committees, commissions, and other groups with which the Department Director and professional staff are associated.
7. Processes incoming and outgoing mail.

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GOVERNMENT RELATIONS SECRETARY  
Springfield, Illinois  
(Continued)**

**RESPONSIBILITIES:** **(Continued)**

8. Maintains an adequate quantity of office supplies.
9. Prepares and distributes materials for internal/external communications for the department.
10. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
11. Maintains a working knowledge of office machines and PC or similar computer equipment.
12. Acquires an understanding of the structure, operation and function of the IEA-NEA.
13. Utilizes appropriate office procedures as per the IEA-NEA Associate Staff Manual.
14. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
15. Performs other appropriate duties as directed by assigned professional and management staff.

**QUALIFICATIONS:**

- Minimum high school diploma, business college or college desirable;
- Above average ability in keyboarding, spelling, composition, and math skills;
- Capable of efficiently handling telephone requests;
- Ability to work independently and in a team environment;
- Knowledge and ability to perform basic office accounting functions;
- Personal computer and other basic office machine experience or training, including but not limited to Microsoft Office Suite and web browsers, required;
- Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
- Valid driver's license required.

**SALARY & BENEFITS:**

Internal candidates: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

External candidates: Salary range - \$18.67 per hour to \$28.15 per hour; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 2.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND  
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO  
APPLY.**