

CALIFORNIA STATE SENATE

JOB ANNOUNCEMENT

ASSISTANT ENGROSSING AND ENROLLING CLERK

As part of the Secretary of the Senate's office, Senate Engrossing and Enrolling is responsible for the engrossment and enrollment of all Senate legislation. Under the direction of the Engrossing and Enrolling Clerk, there are six Assistant Engrossing and Enrolling Clerks.

BASIC RESPONSIBILITIES:

Assistant Engrossing and Enrolling Clerks work in pairs to carefully proofread all Senate measures, while identifying printing errors, ensuring consistency with California code style, and determining whether amendments need to be made to a given measure. Assistant Clerks also assist the Engrossing and Enrolling Clerk with day-to-day tasks in the office, as needed.

DUTIES AND ATTRIBUTES:

Applicants must have excellent proofreading and communication skills. The ideal candidate is detail oriented, proficient in computer-based research, has strong analytical abilities, and can maintain focus under pressure. Candidates must also be able to work in a collaborative team environment and be able to occasionally work beyond regular hours, during late night sessions. Knowledge of the legislative process is a plus.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FILING DATE:

Salary is \$3,548 per month, plus benefits.

Applications will be accepted until November 30, 2017.

SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION TO:

Heshani Wijemanne

Heshani.Wijemanne@sen.ca.gov