

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
COMMITTEE ASSISTANT  
TRANSPORTATION AND HOUSING COMMITTEE**

**BASIC RESPONSIBILITIES:** Serve as full-time back-up Committee Assistant for the Transportation and Housing Committee. Responsibilities include creating and updating bill files, producing committee analyses, processing bills and committee actions, updating the committee website, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions for four committee consultants.

**DUTIES AND ATTRIBUTES:** The back-up Committee Assistant must be detail oriented, an effective communicator, proficient with Microsoft Office and PC's, and able to work in a fast-paced, professional environment. A strong work ethic is essential; late evenings can be expected during the weeks when committees are meeting. The back-up Committee Assistant supports all the committee consultants and will be directly supervised by the Committee Assistant.

**POSITION QUALIFICATIONS:** Successful applicants will have a strong work ethic, a desire to learn, good organizational skills, an ability to work under deadlines, and be process oriented. This is an entry level position. Prior experience in the Capitol is not required.

**PAY RANGE AND FILING DATE:** The salary schedule starts at \$2,960 and includes full Senate benefits, such as health, dental and vision insurance as well as retirement benefits. Applications will be accepted until January 21, 2018.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:** Randy Chinn, Staff Director, Senate Transportation and Housing Committee at [randy.chinn@sen.ca.gov](mailto:randy.chinn@sen.ca.gov). No phone calls.