

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE ASSISTANT I
SENATE BUDGET AND FISCAL REVIEW**

BASIC RESPONSIBILITIES:

Responsibilities include staffing the office's front desk and assisting individuals who have scheduled meetings or are otherwise visiting the committee's office, answering the telephone and ensuring consultants receive all messages in a timely manner, updating the committee's website and general support functions for nine committee consultants. Also, serve as a full-time committee assistant for the Senate Budget and Fiscal Review Committee, including assisting the Committee Secretary in managing and organizing the work and deadlines of the committee, ensuring that the business of the Committee is enacted in a timely manner, the Chair and other committee members are properly briefed by consultants on items to be considered at hearings, and the votes of the hearings are recorded accurately.

DUTIES AND ATTRIBUTES:

The Committee Assistant is detail oriented, an effective communicator, proficient with Microsoft Office and PC's, and able to work in a fast-paced, professional environment. The Committee Assistant must also possess great organizational skills, knowledge of the legislative system and calendar/deadlines, knowledge of the committee process and rules, familiarity with Terms of Reference (Legislative Handbook and Committee Actions) and Committee Services, and previous administrative experience. A strong work ethic is essential; late evenings and weekends may be expected during the weeks when committees are meeting.

POSITION QUALIFICATIONS:

Prior experience as a committee assistant is a plus but not required. Successful applicants will have a strong work ethic, exceptional organizational skills, a demonstrated ability to work under deadlines, and be process oriented.

PAY RANGE AND FILING DATE:

Salary starts at \$3108 per month. Applications accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:

Joe Stephenshaw, Staff Director
Senate Budget and Fiscal Review Committee
State Capitol, Room 5019
Sacramento, CA 95814
Joe.Stephenshaw@sen.ca.gov