

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
OFFICE OF SENATOR GLAZER**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff, the Executive Assistant is responsible for front desk operations and general office duties and will also do significant legislative analysis and policy research. Applicants must be organized, detailed, and able to work well with others for this full-time position.

DUTIES:

Under the direct supervision of the Chief of Staff, the Executive Assistant will perform various office duties, such as answering the phone, processing resolutions, and sorting mail and as time permits will follow legislation and develop policy proposals. Punctuality is required, and completing projects under deadlines is essential. Candidates must be willing to work beyond regular hours during late night sessions.

EDUCATION:

High school diploma required. Bachelor's degree preferred. Fluency in Spanish and knowledge of the 7th Senate District would be a plus.

POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced administrative capacity, and will work well in a team environment. Candidates should have an understanding of the legislature, constituent services, and strong oral and interpersonal communication skills.

SALARY & FILING DATE:

Salary starts at \$3,368 per month. Applications will be accepted until Sept. 14

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

Daniel Weintraub
Chief of staff
State Capitol, Room 5108
Sacramento, CA 95814