

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

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff or District Coordinator, the Executive Assistant is responsible for front desk operations and general office duties. 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 or District Coordinator, the Executive Assistant will perform various office duties, such as answering the phone, processing resolutions, and sorting mail. Assist in planning, coordination of events, processing necessary paperwork to ensure office efficiencies are met.

DESIRABLE SKILLS AND KNOWLEDGE:

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. Punctuality is required, and completing projects under deadlines is essential. Candidates must be willing to work beyond regular hours during late night sessions.

POSITION QUALIFICATIONS / EDUCATION:

High school diploma required. Bachelor's degree preferred.

SALARY AND FILING DATE:

Salary starts at \$3,536 per month. Applications will be accepted until position is filled.

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

Senate Human Resources
1020 N Street - Room 571
Sacramento, CA 95814