

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
ASSISTANT ENGROSSING AND ENROLLING  
OFFICE OF SENATE ENGROSSING AND ENROLLING  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career actively working on critical legislation to improve California, addressing issues in our communities and meeting the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**OFFICE SUMMARY:**

Under the direction of the Secretary of the Senate, Senate Engrossing and Enrolling is responsible for the engrossment and enrollment of all Senate legislation. Each measure is examined for accuracy and conformance with California Code style. The Engrossing and Enrolling Clerk manages the office with assistance from a Chief Assistant Engrossing and Enrolling Clerk and has a staff of six Assistant Engrossing and Enrolling Clerks. The Engrossing and Enrolling office verifies and maintains other documents as requested by the Secretary of the Senate.

**BASIC RESPONSIBILITIES:**

Assistant Engrossing and Enrolling Clerks work in pairs to carefully proofread all Senate legislation, by identifying printing errors, ensuring consistency with California Code style, and determining whether amendments need to be made to a given measure. Additionally, Assistant Clerks are assigned administrative tasks in the office, such as amending legislation with Senate Desk staff, and proofreading and archiving legislative records.

**DUTIES AND ATTRIBUTES:**

Applicants must have strong proofreading and communication skills. The ideal candidate is detail-oriented, able to follow precise instructions, 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, occasionally work beyond regular office hours, and be flexible in completing any task assigned, as needed. Knowledge of the legislative process is a plus.

**EDUCATION AND QUALIFICATIONS:**

A Bachelor's Degree is required

If you are offered this position and are vaccinated, you will be required to submit a copy of your vaccination card with your new hire paperwork.

**LOCATION, SALARY AND FILING DATE:**

- This position is located in Sacramento, CA.
- The Assistant must be able to perform duties in-person in the office. As necessary to respond to COVID-19 risks, the Assistant may be asked to work remotely on occasion.
- Salary starts at \$3912 per month plus benefits.
- Final salary is commensurate with experience and education.
- Applications will be accepted until May 31, 2022.

**BENEFITS:**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401 (k) and 457 plans
- Flexible spending accounts

**SENATE APPLICATION, RESUME AND COVER LETTER SHOULD BE SENT VIA EMAIL TO:**

Leann Gallagher, Chief of Engrossing and Enrolling  
Office of Senate Engrossing and Enrolling

[Leann.Gallagher@sen.ca.gov](mailto:Leann.Gallagher@sen.ca.gov)

The Senate application form is available through the Senate job webpage:

[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

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