

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CAPITOL OFFICE ASSISTANT
OFFICE OF SENATOR UMBERG**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet 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.

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff/District Director, the Office Assistant will have the primary responsibility for front desk operations and general office duties. Position is located at the State Capitol in Sacramento.

DUTIES:

Specific duties include, answering office telephones; greeting visitors; providing basic legislative information; directing incoming mail and voice mail messages; maintaining office files, office supplies and office equipment; logging positions on issues and bills in the Legislative Constituent Management System (LCMS); tracking and managing reports for the Senator; and other duties as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office (including Word, Excel, Powerpoint and other computer applications) and PC's. A familiarity with legislative culture and process is preferred.

POSITION QUALIFICATIONS / EDUCATION:

The ideal candidate will be able to work in a fast-paced, professional environment; be self-motivated to work as part of a team on behalf of the Senator; and work extended hours when necessary.

High School Degree required. Bachelor's degree preferred. Applicants must be organized, detailed, and able to work well with others.

SALARY AND FILING DATE:

Salary starts at \$2,814 per month.
Applications will be accepted until position is filled.

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

Aria Ghafari
Chief of Staff, Senator Tom Umberg
Aria.Ghafari@sen.ca.gov