

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE ASSISTANT I/II
TRANSPORTATION COMMITTEE**

BASIC RESPONSIBILITIES: Responsibilities include tracking legislation, creating and managing bill files, reviewing and producing committee analyses and binders for committee members, helping administer committee hearings including calling the roll and ensuring the hearing process complies with Senate rules, processing bills and committee actions including interaction with the Senate Rules Committee and the Senate Desk, updating the committee website, greeting visitors, answering the telephone, managing incoming mail, and providing general support for three committee consultants.

ATTRIBUTES: The Committee Assistant must be detail oriented, an effective communicator, and able to work in a fast-paced, professional environment. A strong work ethic is essential; late evenings can be expected during the weeks when committees are meeting as well as occasional seasonal weekend work. We're looking for a good team mate, someone who fully understands their role and appreciates the importance of their effort in the successful conduct of the committee's business. The Committee Assistant supports all the committee consultants and will be directly supervised by the Chief Consultant.

POSITION QUALIFICATIONS: Successful applicants will have a strong work ethic, excellent organizational skills, and an ability to work under deadlines. Must be proficient with Microsoft Word and Outlook and comfortable learning the computer programs specific to the Senate. A working knowledge of the legislative process is preferred but not required.

PAY RANGE AND FILING DATE: The salary schedule starts at \$3,264; starting salary depends on experience. Includes full Senate benefits, such as health, dental and vision insurance as well as retirement benefits. Applications will be accepted until November 12, 2021. Will consider hiring at the Committee Assistant II level if candidates meets necessary experience requirements.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT

APPLICATION TO: Randy Chinn, Staff Director, Senate Transportation Committee at randy.chinn@sen.ca.gov. No phone calls please.