

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE ASSISTANT I
SENATE INSURANCE COMMITTEE**

BASIC FUNCTIONS:

Under the direct supervision of the lead Senate Insurance Consultant, the Committee Assistant I is responsible for primary receptionist duties and shared responsibility for filing, proofreading, finalizing, and distribution of committee analyses.

Applicants must have excellent proofreading and telephone skills. They should be organized, prompt, detail oriented, and able to work and communicate well with others (including the public), in a fast-paced, professional environment. A strong work ethic is essential.

DUTIES:

Open office and prepare consultants for the day. Provide assistance so that daily operations run smoothly. Answer multiple phone lines. Manage incoming mail, phone messages, and faxes. Manage Senate Insurance Committee website. Greet visitors in a courteous and professional manner. Proofread Committee analyses. Maintain Committee bill files. Process bill amendments. Process and track support/opposition letters. Organize and prepare committee hearings, call and record the roll during hearings, and report committee actions to the Senate Desk. Various duties as required.

POSITION QUALIFICATIONS AND EDUCATION:

Familiarity with legislative culture and protocol. Prior experience as a Committee Assistant is a plus but not required. Complete tasks and projects under tight deadlines. Communicate clearly and concisely. Work beyond regular hours when required. High school diploma required. Bachelor's degree preferred.

SALARY AND FILING DATE:

Salary starts at \$3,536 (Committee Assistant I) per month.
Applications will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Brian Flemmer
Senate Insurance Committee
Brian.Flemmer@sen.ca.gov