

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

BASIC FUNCTIONS:

Serve as the full-time committee assistant for the Insurance Committee. Responsibilities include creating and updating bill files, proofing and processing committee analyses, processing bills and committee actions, calling the role and the votes in committee hearings, updating the committee website, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions for two committee consultants.

DUTIES:

The committee assistant is detail oriented, an effective communicator, proficient with Microsoft Office and PCs, and able to work in a fast-paced, professional environment. The committee assistant must also possess great organizational skills, knowledge of the legislative system and calendar, and previous administrative experience. A strong work ethic is essential; working late evenings and some weekends can be expected during the weeks when committees are meeting.

DESIRABLE SKILLS AND KNOWLEDGE:

Prior experience as a committee assistant is a plus but not required. Successful applicants will have a strong work ethic, exceptional organizational skills, a demonstrated ability to work under deadlines, and be process oriented.

POSITION QUALIFICATIONS AND EDUCATION:

High school diploma required. Bachelor's degree preferred.

SALARY AND FILING DATE: Salary starts at \$3,108 (Committee Assistant I) and \$3900 (Committee Assistant II). Applications will be accepted until the position is filled.

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

Hugh Slayden

Hugh.Slayden@sen.ca.gov

State Capitol, Room 2195

Sacramento, CA 95814