

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT OFFICE EXECUTIVE ASSISTANT
DISTRICT OFFICE (BAKERSFIELD OR HANFORD) OF SENATOR HURTADO**

BASIC FUNCTIONS:

Under the direct supervision of the District Director and Chief of Staff, the Executive Assistant is responsible for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others. They should possess excellent verbal and written communication skills, and must be self-starters. In addition, the position requires supporting other District Staff and acting as a liaison between the Senator, constituents, district organizations, local governments and state agencies. The Executive Assistant, under the direction of the District Director, also represents and articulates the Senator's position on legislative and local issues that affect the district through verbal and written communication. *This position is located in Senator Hurtado's Bakersfield or Hanford district office.*

DUTIES:

Responsibilities include, but are not limited to, performing various office duties, such as answering the phone, processing resolutions, sorting mail, constituent casework, drafting letters and certificates, and supporting District Staff. Punctuality is required, and completing projects under deadlines is essential. In addition, at the discretion of the District Director, there will be opportunities to act as the representative for the Senator by attending district-related events and meetings, which may include public speaking or certificate presentations, representing the Senator at various community meetings and events, responding to constituent inquiries and casework, building and maintaining positive relationships with community residents and stakeholders, helping to organize and implement community events on behalf of the Senator, and staffing the Senator when needed.

EDUCATION:

High school diploma required. Bachelor's degree preferred.

POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced administrative capacity, and will work well in a team environment. Candidates should have an understanding of the Legislature, constituent services, and strong oral and interpersonal communication skills.

SALARY & FILING DATE:

Salary starts at \$3536 per month. Applications will be accepted until position is filled.

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

Maria R Lemus, District Director

Office of Senator Hurtado

Maria.Lemus@sen.ca.gov