

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PART-TIME DISTRICT OFFICE EXECUTIVE ASSISTANT  
OFFICE OF SENATOR STEVEN BRADFORD**

**BASIC FUNCTIONS:**

Under the direct supervision of the District Coordinator 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. 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 Coordinator, also represents and articulates the Senator's position on legislative and local issues that affect the district through verbal and written communication.

**DUTIES:**

The Executive Assistant will perform 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.

**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 \$ 1732 (\$ 3536 x 49%) per month. Applications will be accepted until position is filled. This position is part-time and is not eligible for benefits.

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

Ryan Morimune, Chief of Staff  
[Ryan.Morimune@sen.ca.gov](mailto:Ryan.Morimune@sen.ca.gov)  
State Capitol, Room 2059  
Sacramento, CA 95814