

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT  
OFFICE OF CAPITOL HEALTH SERVICES  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

Under the direct supervision of the Capitol Health Services Director, the Executive Assistant will perform in-person administrative and support functions in the clinic(s). The Executive Assistant will support the Senate and Assembly's onsite and offsite COVID-19 screening program as necessary. The candidate selected to this position will receive training on the testing program, as well as Health Insurance Portability and Accountability Act (HIPAA) training and certification.

**DUTIES:**

The Executive Assistant will cover the front desk/reception area for the main Capitol Health Services Clinic (CHS) in the newly constructed O Street building. Duties will include greeting walk-ins, answering phones and taking messages, maintaining inventory of supplies and equipment, ordering new supplies as needed, relaying phone messages to CHS nurses in the Capitol, LOB and the O street Building, and handling and managing employee confidential files. The Executive Assistant will act as a liaison between CHS and Human Resources offices for the Senate and Assembly in the sharing of staff contact information.

During the testing clinic, the Executive Assistant may need to assist testing participants in registering for the program. Under the supervision of medical professionals, the MA will perform Covid-19 screening tests (swabbing). Other duties may include working with CHS staff on special projects and assignments and completing other miscellaneous tasks, as assigned.

**QUALIFICATIONS AND EDUCATION:**

We are seeking candidates who are fully vaccinated. Candidates should have experience in the medical field and possess a strong interest in public health. Applicants must be over the age of 18, be able to maintain strict confidentiality, and adhere to HIPAA regulations. High School diploma or equivalent required. Associate or Bachelor's degree preferred. Medical Assistant training and experience preferred, including, Licensed Vocational Nurse (LVN), Certified

Nursing Assistant (CNA), and Emergency Medical Technician (EMT) with Cardiopulmonary Resuscitation (CPR) and First Aid certification.

You will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

**DESIRED QUALIFICATIONS:**

Ideal candidate must have a strong interest in combating the COVID-19 pandemic, along with the following desired skills:

- Excellent written and oral communication skills.
- Strong organizational skills and the ability to work with minimal supervision.
- Critical thinking and creative problem solving.
- Ability to maintain strict confidentiality.
- Ability to manage multiple tasks and competing deadlines simultaneously.
- Proficient in use of Microsoft Word and Excel.
- Ability to work in a fast-paced environment.
- Ability to assist with office procedures, routine correspondence, telephone inquiries, and special projects.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA.

Salary starts at \$3714 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until position is filled.

**BENEFITS**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

**SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION VIA EMAIL TO:**

Jennifer Hatfield, Health Nurse Supervisor

Office of Capitol Health Services

[Jennifer.Hatfield@sen.ca.gov](mailto:Jennifer.Hatfield@sen.ca.gov)

The Senate application form is available through the Senate job webpage:

[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire*

*innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

Date Posted 08/02/2022

