

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
OFFICE OF SENATOR HURTADO
(HANFORD, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? 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 Chief of Staff and District Coordinator, 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 for this position.

DUTIES:

The Executive Assistant will perform various office duties, such as answering phones, greeting visitors, processing resolutions, and sorting mail and electronic correspondence. The person will also help with the planning, coordination of events, processing necessary paperwork to ensure office efficiencies are met. The position will assist constituents with casework, and meet with the public as required.

DESIRABLE SKILLS AND KNOWLEDGE:

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, helping members of the public, and strong oral and interpersonal communication skills. Punctuality is required, and completing projects under deadlines is essential.

EDUCATION AND QUALIFICATIONS:

High school diploma required.
Bachelor's degree preferred.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

LOCATION, SALARY AND FILING DATE:

This position is located in Hanford, CA.

Salary starts at \$3,714 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 EMPLOYMENT APPLICATION VIA EMAIL TO:

Elizabeth Hess, Chief of Staff

Office of Senator Melissa Hurtado

Elizabeth.Hess@sen.ca.gov

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

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.

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