

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
OFFICE OF SENATOR LIMON**

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 or 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 full-time position.

DUTIES:

Under the direct supervision of the Chief of Staff or District Coordinator, the Executive Assistant will perform various office duties, such as answering the phone, processing resolutions, and sorting mail. Assist in planning, coordination of events, processing necessary paperwork to ensure office efficiencies are met.

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, constituent services, and strong oral and interpersonal communication skills. Punctuality is required, and completing projects under deadlines is essential. Candidates must be willing to work beyond regular hours during late night sessions.

POSITION QUALIFICATIONS / EDUCATION:

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.

SALARY AND FILING DATE:

Salary starts at \$3,714 per month.

Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:
Mariana.Sabeniano, Chief of Staff**

Mariana.Sabeniano@sen.ca.gov