

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
OFFICE OF SENATOR BRIAN DAHLE**

BASIC FUNCTIONS:

Under the direct supervision of the 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 for this position.

DUTIES:

Under the direct supervision of the Chief of Staff, the Executive Assistant will perform various office duties, such as answering phones, greeting visitors, processing resolutions, and sorting mail. The person will also help with the 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, helping members of the public, and strong oral and interpersonal communication skills. Punctuality is required, and completing projects under deadlines is essential.

POSITION QUALIFICATIONS AND EDUCATION:

High school diploma required. Bachelor's degree preferred.

SALARY AND FILING DATE:

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

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

Josh Cook, Chief of Staff
Josh.Cook@sen.ca.gov