

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

**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 at \$1,732 per month. This position is 49% time based with no benefits. Applications will be accepted until position is filled.

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

Evan Goldberg  
State Capitol Room 5080  
Sacramento, CA 95814  
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