

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
DISTRICT OFFICE (SAN MATEO) OF SENATOR HILL**

BASIC FUNCTIONS:

Under the direct supervision of the District Coordinator, the Executive Assistant is responsible for front desk operations and general office duties. Applicants must be organized, detail oriented, and able to work well with others for this full-time position.

DUTIES:

Under the direct supervision of the District Coordinator, the Executive Assistant will perform various office duties, such as answering the phone, ordering supplies, processing certificates and resolutions, and sorting mail. The Executive Assistant will also participate in scheduling casework, supervision of interns and processing necessary paperwork, including correspondence, 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 with an understanding of constituent services preferred. Strong oral and interpersonal communication skills required. Punctuality is required, and completing projects under deadlines is essential. Professional, fast-paced environment.

POSITION QUALIFICATIONS / EDUCATION:

High school diploma required. Bachelor's degree preferred.

SALARY AND FILING DATE:

Salary starts at \$3,536 per month. Applications will be accepted until the position is filled.

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

Marc Hershman
Marc.Hershman@sen.ca.gov