

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE ASSISTANT 1**

BASIC RESPONSIBILITIES:

Serve as the full-time back-up Committee Assistant for the Governance and Finance Committee. Responsibilities may include creating and updating bill files, proofreading committee analyses, greeting visitors, answering the telephone, managing incoming mail, general support to committee consultants, and other duties as assigned.

DUTIES AND ATTRIBUTES:

The Committee Assistant is detail oriented, an effective communicator, proficient with Microsoft Office and PCs, and able to work in a fast-paced, professional environment. The Committee Assistant must also possess excellent organizational skills, as well as previous administrative experience. The candidate selected for this position will assist the Committee Assistant II in all matters relating to noticing hearings, publishing agendas, and recording committee actions. Candidate must be able to work well individually and as a key part of a team.

POSITION QUALIFICATIONS:

Successful applicant will have a strong work ethic, exceptional organizational skills (handle and prioritize multiple tasks), a demonstrated ability to work well under deadline with precision and accuracy. Knowledge of standard office equipment, such as printer, fax, scanner, and copier, is required. Understanding of legislative process desirable. Prior experience as a Committee Assistant is not required.

PAY RANGE AND FILING DATE:

Salary starts at \$3,108 (Committee Assistant I). Applications accepted until position is filled.

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

Marisa Lanchester
Senate Committee on Governance and Finance
State Capitol, Room 408
Sacramento, CA 95814
marisa.lanchester@sen.ca.gov