

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
COMMITTEE ASSISTANT I  
JUDICIARY COMMITTEE**

**BASIC FUNCTIONS:**

Serve as full-time back-up Committee Assistant for the Judiciary Committee. Responsibilities may include: creating and updating bill files; proofreading committee analyses; tracking and processing bills and committee actions; calling the role and recording the votes in committee hearings; updating the committee website; greeting visitors; answering the telephone; managing incoming mail; ordering supplies; general support functions for Committee Counsel; and other duties as assigned.

**DUTIES:**

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 great organizational skills, knowledge of the legislative system and calendar, and have previous administrative experience. Additionally, the Committee Assistant must have the ability to review committee analyses and identify punctuation and grammatical errors. A strong work ethic is essential. Late evenings and work on some weekends can be expected during the weeks when committees are meeting. The Committee Assistant must be able to work well with others and be a team player.

**POSITION QUALIFICATIONS AND EDUCATION:** Prior experience as a Committee Assistant is a plus but not required. Successful applicants will be process oriented and have: a strong work ethic; exceptional organizational skills; a demonstrated ability to work with precision and accuracy under tight deadlines; and excellent proofreading skills.

**SALARY AND FILING DATE:** Salary starts at \$3,108 (Committee Assistant I). Applications will be accepted until the position is filled.

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

Margie Estrada Caniglia  
Senate Committee on Judiciary  
State Capitol, Room 2187  
Sacramento, CA 95814  
margie.estrada@sen.ca.gov