

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR GLAZER
(ORINDA, CA)**

Are you looking for an exciting and fast-paced career actively working on critical legislation to improve California, addressing issues in our communities and meeting the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS:

Under the direct supervision of the District Coordinator, the Office Assistant will have the primary responsibility for front desk operations and general office duties and will work on legislative as time allows.

DUTIES:

Specific duties include, answering office telephones; greeting visitors; providing basic legislative information; directing incoming mail and voice mail messages; maintaining office files, office supplies and office equipment; logging positions on issues and bills in the Legislative Constituent Management System (LCMS); tracking and managing reports for the Senator; and other duties as assigned. If time allows, the Office Assistant may also track legislative and staff bills for Senator.

DESIRABLE SKILLS AND KNOWLEDGE:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office (including Word, Excel, Powerpoint and other computer applications) and PC's. A familiarity with legislative culture and process is preferred.

QUALIFICATIONS:

The ideal candidate will be able to work in a fast-paced, professional environment; be self-motivated to work as part of a team on behalf of the Senator; and work extended hours when necessary. Applicants must be organized, detailed, and able to work well with others.

If you are offered this position and are vaccinated, you will be required to submit a copy of your vaccination card with your new hire paperwork.

EDUCATION:

High School Degree required.
Bachelor's degree preferred.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA.
Salary starts at \$2,814 per month plus benefits.
Final salary is commensurate with experience and education.
Applications will be accepted until position is filled.

BENEFITS:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

SENATE APPLICATION, RESUME AND COVER LETTER SHOULD BE SENT VIA EMAIL TO:

George Escutia, District Director
Office of Senator Steve Glazer
George.Escutia@semn.ca.gov

The Senate application form is available through the Senate job webpage:
www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted 04/26/2022