

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
DISTRICT OFFICE OF SENATOR ARCHULETA**

BASIC FUNCTIONS:

Under the direct supervision of the Capitol Director and the Scheduler, the Office Assistant will have the primary responsibility for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others.

DUTIES:

Under the direct supervision of the Capitol Director and the Scheduler, the ideal candidate will be able to work in a fast-paced, professional environment in addition to performing constituent services and casework as needed. The Office Assistant will also effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. A familiarity with legislative culture and process is preferred.

POSITION QUALIFICATIONS AND EDUCATION:

High School Degree required. Bachelor's degree preferred.

SALARY AND FILING DATE:

Salary starts at \$2,680 per month. Application will be accepted until the position is filled.

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

Don Wilcox, Chief of Staff

Don.Wilcox@sen.ca.gov