CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR GONZALEZ

BASIC FUNCTIONS:
Under the direct supervision of the Chief of Staff/District Director, the Office Assistant will have the primary responsibility for general office duties. This position will also establish and maintains cooperative relationships with community groups, elected officials, local and state agencies, private interest groups, and the public.

DUTIES:
Specific duties include, serving as a liaison and maintaining cooperative relationships between the Member and constituents, governmental bodies, local elected officials, business and political associations, and the general public; 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.

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.

POSITION QUALIFICATIONS / EDUCATION:
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.

High School Degree required. Bachelor's degree preferred. Applicants must be organized, detailed, and able to work well with others.

SALARY AND FILING DATE:
Salary starts at $2,680 per month. Applications will be accepted until position is filled.

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

Cynthia Alvarez, Chief of Staff
State Capitol, Room 2068
Sacramento, California, 95814
Cynthia.alvarez@sen.ca.gov