

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR CORTESE
(LOCATED IN DISTRICT OFFICE / CAMPBELL, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet 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 Director, the Office Assistant will have the primary responsibility for front desk operations and general office duties.

This position is located in Senator Cortese's District Office in Campbell, California.

DUTIES:

Specific duties include, answering office telephones, greeting visitors, providing basic legislative information, directing incoming constituent communication, both email and voice messages; drafting letters and certificates; working on casework on behalf of constituents; 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.

The Office Assistant will also perform limited duties of a Field Representative including representing the Senator at public events and community meetings may include public speaking or certificate presentations, and other duties as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates should possess excellent verbal and written communication skills, 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. An ideal candidate will have familiarity with the 15th Senate District and experience working in government, public policy, communications or related field.

POSITION QUALIFICATIONS / EDUCATION:

The ideal candidate will have desire to serve the public and engage with the community; be able to work well in a fast-paced, team environment collaboratively, and have the ability to work on multiple tasks, meet deadlines,

and be available to work extended hours as needed. High School Degree required. Bachelor's degree preferred. 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 COVID vaccination card with your new hire paperwork.

LOCATION, SALARY AND FILING DEADLINE:

This position is located in Campbell, 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

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION (WITH SUBJECT LINE "OFFICE ASSISTANT POSITION") TO:

Suzanne Wheaton, District Coordinator

Suzanne.Wheaton@sen.ca.gov