

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

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 mail and voice messages; drafting letters and certificates, maintaining office files, office supplies and office equipment; working on casework on behalf of constituents; 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 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, weekends and holidays as needed.

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 \$2,814 per month.

Applications will be accepted until position is filled.

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

Suzanne Wheat, District Director
Suzanne.Wheaton@sen.ca.gov