

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

BASIC FUNCTIONS:

Under the direct supervision of the Senior Advisor and the District Director, the Office Assistant will have primary responsibility for general office duties. Applicants must be organized, detail-oriented, and able to work well with others.

DUTIES:

Under the direct supervision of the Senior Advisor and the District Director, 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.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential, in addition to proficiency with Microsoft Office and PC's. A deep familiarity with the San Fernando Valley is highly desired. Knowledge of legislative culture and process is preferred. Prior experience with LCMS is a plus.

EDUCATION:

High School Degree required. Bachelor's degree preferred.

PAY RANGE & FILING DATE:

Salary starts at \$2,680 a month plus benefits; applications will be accepted until the position is filled.

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

Sherry.Greenberg@sen.ca.gov

Please write OFFICE ASSISTANT in the subject line