

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR MONNING**

BASIC FUNCTIONS:

Under the direct supervision of the chief of staff and the scheduler, the receptionist acts as an official representative and greeter in the Senator's Capitol Office, as well as performs a variety of clerical and secretarial functions in the Office.

DUTIES:

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 Senator Monning; and work extended hours when necessary. Specific duties include, 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 Fair Political Practices Commission reports for the Senator; and other duties as assigned.

POSITION QUALIFICATIONS:

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

EDUCATION:

High School Degree required. Bachelor's degree preferred.

PAY RANGE & FILING DATE:

Salary starts at \$2680 per month. Applications will be accepted until the position is filled.

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

Senator Monning

Senator.monning@senate.ca.gov

Attn: Chief of Staff