

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

BASIC FUNCTIONS

Under the direct supervision of the Chief of Staff and Deputy Chief of Staff, the Office Assistant will have the primary responsibility for district office operations and general administrative duties, as well as supporting constituent casework and events.

DUTIES

Specific duties include providing basic legislative information; directing incoming postal, electronic, and voice mail; maintaining office files, supplies, and equipment; answering office telephones and greeting visitors; logging information in the Legislative Constituent Management System and responding to constituent inquiries; helping execute the Senator's district events; and other duties as assigned.

DESIRABLE SKILLS AND KNOWLEDGE

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and personal computers. A familiarity with legislative culture and process is preferred.

POSITION QUALIFICATIONS / EDUCATION

The ideal candidate will be a quick study who excels in a fast-paced, professional environment oriented toward constituent service; be self-motivated and empathetic while working collaboratively on behalf of the Senator; and work extended hours when necessary.

High school degree required. Bachelor's degree preferred. Applicants must be organized, adaptable, detail-oriented, and able to work both independently and as part of a team.

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:**

Nicole Winger, Chief of Staff
nicole.winger@sen.ca.gov