

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR STEVE GLAZER (ORINDA, 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. Applicants must be organized, detailed, and able to work well with others. *This position is located in Senator Glazer's district office in Orinda, CA.*

DUTIES:

Under the direct supervision of the District Director, the Office Assistant will perform various office duties, such as answering the phone, processing resolutions, sorting mail, constituent casework, drafting letters and certificates, and supporting District Staff. Punctuality is required, and completing projects under deadlines is essential. In addition, at the discretion of the District Director, there will be opportunities to act as the representative for the Senator by attending district-related events and meetings, which may include public speaking, certificate presentations during evenings and weekends.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates will be comfortable working in a fast-paced administrative capacity and will work well in a team environment. Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. A familiarity with the Seventh Senate District, legislative culture and process is preferred.

POSITION QUALIFICATIONS AND EDUCATION:

Bachelor's degree.

SALARY AND FILING DATE:

Salary starts at \$2,680 per month. Application will be accepted until the position is filled.

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

George Escutia, Jr.

George.Escutia@sen.ca.gov