

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR DAVE MIN (IRVINE)**

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff and the District Coordinator, the Office Assistant will have the primary responsibility for front desk operations, general office duties, as well as supporting constituent casework, outreach, and events.

DUTIES:

Specific duties include providing basic legislative information; directing incoming postal, electronic, and voicemail; 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:

Ideal candidates must have strong oral and written communication and interpersonal skills in addition to an understanding of the legislative process and constituent services. Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities is essential. Ability to multi-task and manage time effectively, meet deadlines and adapt to changing priorities. Candidates must also be able to work a flexible schedule, including nights and weekends.

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. Bachelor's degree preferred. Applicants must be organized, adaptable, detail-oriented, and able to work both independently and as part of a team. Bilingual skills and knowledge of the 37th Senate District are preferred.

SALARY AND FILING DATE:

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

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE EMPLOYMENT APPLICATION TO:

Ash Alvandi, District Coordinator
ash.alvandi@sen.ca.gov