

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT  
OFFICE OF SENATOR DODD  
(NAPA OR VACAVILLE, CA)\***

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

Under the direct supervision of the Chief of Staff/District Director, the Office Assistant will have the primary responsibility for front desk operations and general office duties.

**DUTIES:**

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 reports for the Senator; and other duties as assigned.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office (including Word, Excel, Powerpoint and other computer applications) and PC's. A familiarity with legislative culture and process is preferred.

**QUALIFICATIONS:**

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 the Senator; and work extended hours when necessary. Applicants must be organized, detailed, and able to work well with others.

If you are offered this position and are vaccinated, you will be required to submit a copy of your vaccination card with your new hire paperwork.

**EDUCATION:**

High School Degree required.  
Bachelor's degree preferred.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Napa or Vacaville, CA.

\*The location will depend on the candidate selected.

Salary starts at \$2,814 per month plus benefits.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

**BENEFITS:**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

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

Ezrah Chaaban, Chief of Staff

[Ezrah.Chaaban@sen.ca.gov](mailto:Ezrah.Chaaban@sen.ca.gov)