

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
DISTRICT OFFICE OF SENATOR SKINNER - OAKLAND**

BASIC FUNCTIONS:

Under the direct supervision of the District Director, the Office Assistant will have the primary responsibility for front desk operations including receiving and processing constituents' requests, as well as general office duties in the Senator's Oakland Office. Applicants must be organized, detailed, and able to work well with a diverse constituent and co-worker community.

DUTIES:

The ideal candidate will be able to work in a fast-paced, professional environment and have the interest in and capability to respond to calls and emails from constituents and others, assist in scheduling tasks, logging of communications and other records, and other constituent services as needed. The Office Assistant will also, as assigned, effectively communicate the Senator's position on issues, attend events and meetings on behalf of or with the Senator, and assist with event planning.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PCs. A familiarity with the communities within Senate District 9, with legislative culture and functions of state government is preferred. Bi-lingual speakers encouraged to apply.

EDUCATION:

High School Degree required. Bachelor's degree preferred.

PAY RANGE & FILING DATE:

Salary starts at \$2,814 per month plus a \$400 a month regional cost of living stipend. Applications will be accepted until the position is filled.

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

Audrey Momoh, District Director
Audrey.Momoh@Sen.CA.Gov

[Click Here](#) for a copy of the Senate Employment Application.