

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

BASIC FUNCTIONS:

Under the direct supervision of the District Director, the Office Assistant will have the primary responsibility for general office duties. Applicants must be organized, detailed, able to work well with others, and be available to work a flexible schedule that may include evenings, weekends or extended hours as needed.

DUTIES:

Under the direct supervision of the District Director, the ideal candidate will be able to work in a fast-paced, professional environment, performing constituent services and casework as needed. The Office Assistant will also be able to effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. A familiarity with legislative culture and process is strongly preferred, including familiarity with the Legislative Constituent Management System (LCMS) and the Legislative Information System (LIS).

EDUCATION:

High School Degree required. Bachelor's degree preferred.

PAY RANGE & FILING DATE:

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

This position is located in the Lancaster, CA district office.

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

Drew Mercy, District Director
Drew.Mercy@sen.ca.gov