

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
SPECIAL SERVICES ASSISTANT SUPERVISOR  
SENATE SERGEANT'S OFFICE**

**BASIC FUNCTIONS:**

The Senate Special Services Assistant Supervisor supports the Senate in its daily operational and logistical needs as it relates to Senate Members and staff. The Assistant Supervisor provides the link between management and Services staff.

**DUTIES:**

Perform supervisory duties when the Supervisor is unavailable. Coordinate building and facility related activities and projects with other entities in the building. Assist in direct management of employees and team performance, develop performance expectations, assign work shifts, and assign staff to projects. Continue to perform many of the same tasks as Special Services staff, including providing ground transportation for Senate Members, coordinate furniture and office moves, the set up and breakdown of tables and chairs, and duties related to hearing and event set up. Keep staff abreast of all relevant information and decisions made by upper management and act as an intermediary between staff and management. Assist Supervisor in planning and problem solving in order to achieve workplace goals and objectives. Serve as mentor and trainer for Special Services staff.

**DESIRABLE SKILLS AND KNOWLEDGE**

Senate work experience mandatory. Special Services experience is desirable. Supervisory experience is desirable. Capable of managing and scheduling staff to work within changing timetables and short notice requests. Ability to bend, lift, reach, squat, crawl, kneel, and twist as necessary to complete tasks. Move a variety of packages weighing up to 55 pounds. Available to work rotating shifts and extended hours. May be required to travel statewide on short notice. Customer service oriented and capacity to build a positive rapport with all building staff. Substantial familiarity with the legislative process. High level of integrity, workplace safety consciousness, demonstrate reliability and flexibility. Working knowledge of tools, basic carpentry and assembly of furniture. Proficient in MS Word and Excel.

**POSITION QUALIFICATIONS/EDUCATION:**

Graduation from high school or completion of an acceptable General Education Development (GED). Possess a valid California Driver License, a clean driving record and current automobile insurance. Must be at least 21 years of age. Be a United States citizen or other authorized resident. Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification.

**FILING DATE & SALARY:**

Salary starts at \$3,520 per month. Applications must be received by January 22, 2019

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

Senate Sergeant at Arms Office  
State Capitol, Room 3030  
Sacramento, CA 95814