

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE ASSISTANT II
LABOR, PUBLIC EMPLOYMENT AND RETIREMENT COMMITTEE
(SACRAMENTO, 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 RESPONSIBILITIES

Responsibilities include tracking legislation, creating and managing bill files, reviewing and producing committee analyses and binders for committee members, helping administer committee hearings including calling the roll and ensuring the hearing process complies with Senate rules, processing bills and committee actions including interaction with the Senate Rules Committee and the Senate Desk, updating the committee website, greeting visitors, answering the telephone, managing incoming mail, and providing general support for three committee consultants.

ATTRIBUTES

The Committee Assistant II must be detail oriented, an effective communicator, and able to work in a fast-paced, professional environment. A strong work ethic is essential; late evenings can be expected during the weeks when committees are meeting as well as occasional seasonal weekend work. We are looking for a good teammate, someone who fully understands their role and appreciates the importance of their effort in the successful conduct of the committee's business.

POSITION QUALIFICATIONS

Successful applicants will have a strong work ethic, excellent organizational skills, and an ability to work under deadlines. Must be proficient with Microsoft Word, Outlook, and comfortable learning the computer programs specific to the Senate. A working knowledge of the legislative process is preferred but not required.

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

LOCATION, SALARY AND FILING DATE

This position is located in Sacramento, CA.

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

Salary:

The salary starts at \$4,096 per month plus benefits.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

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

Alma Perez, Staff Director

Senate Labor, Public Employment and Retirement Committee

alma.perez@sen.ca.gov.

No phone calls please.