

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT  
OFFICE OF RESEARCH**

**BASIC FUNCTIONS:**

Under the supervision of the Director of Research and the Office Manager, the Office Assistant has primary responsibility for reception desk activities and general office duties.

**DUTIES:**

Specific duties include, answering office telephones; greeting and assisting visitors; assisting with office attendance procedures; distributing mail and other documents; maintaining office files, office supplies and office equipment, including printers, copiers and fax machine; assisting with document formatting and proofreading; 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 PCs. A familiarity with legislative culture and process is preferred.

**POSITION QUALIFICATIONS / EDUCATION:**

High school degree required. Bachelor's degree preferred. The ideal candidate will be detail-oriented, organized, and able to work well with others.

**SALARY AND FILING DATE:**

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

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

Attention: Jody Martin e-mailed to [Senate.Office.of.Research@senate.ca.gov](mailto:Senate.Office.of.Research@senate.ca.gov)  
Submittals can be confidential upon request