

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
SPECIAL SERVICES ASSISTANT
OFFICE OF SENATE SPECIAL SERVICES**

BASIC FUNCTIONS:

Under the supervision of the Special Services Supervisors, the Special Services Assistant will support the Senate daily operational and logistical needs as it relates to Senate Members, staff, messenger deliveries, and other related services.

DUTIES:

The Special Services Assistant will provide ground transportation for Senate members, pick-up and deliver Senate property, perform duties related to hearing and event set ups, including audio and visual equipment, coordinate furniture and office moves, and drive a variety of vehicles (cars, vans, trucks and forklifts). The Special Services Assistant will need to be available to work rotating shifts and extended hours, and will be required to travel statewide on short notice.

REQUIRED QUALIFICATIONS:

Possess valid California Driver License, clean driving record, and current automobile insurance; and be at least 21 years of age. Must pass a background check, and a drug and alcohol screenings, and able to move and lift packages weighing up to 55 pounds. Must have a high level of integrity; demonstrate reliability and flexibility, customer service oriented, and have excellent communication skills.

PAY RANGE AND FILING DATE:

Salary starts at \$3,050 per month. Applications will be accepted until the position is filled.

SUBMIT APPLICATION AND RESUME TO:

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