

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF PRESIDENT PRO TEM TONI G. ATKINS**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff and Office Manager, the Office Assistant will have the secondary responsibility for front desk operations and general office duties. Applicants must be organized and detail oriented, have a positive attitude and able to work well with others.

DUTIES:

The ideal candidate will be able to work in a fast-paced, professional environment, greeting guests, answering phones and general problem solving. An outgoing personality is a plus as this position will be dealing with the general public.

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 preferred.

EDUCATION:

High School Degree required. Bachelor's degree preferred.

PAY RANGE & FILING DATE:

Salary starts at \$2,552 per month. Applications will be accepted until the position is filled.

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

Barbara.Hubbard@sen.ca.gov