

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR DE LEÓN**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff and the Scheduler, the Office Assistant will have the primary responsibility for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others.

DUTIES:

Under the direct supervision of the Chief of Staff and the Scheduler, the ideal candidate will be able to work in a fast-paced, professional environment performing front desk operations, general office duties, greeting folks, answering phones, filing, ordering supplies, distributing mail.

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. Application will be accepted until the position is filled.

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

norma.zendejas@sen.ca.gov.