

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR JONES**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff/District Director, the Office Assistant will have the primary responsibility for front desk operations and general office duties.

DUTIES:

Specific duties include, answering office telephones; greeting visitors; providing basic legislative information; directing incoming mail and voice mail messages; maintaining office files, office supplies and office equipment; logging positions on issues and bills in the Legislative Constituent Management System (LCMS); tracking and managing reports for the Senator; 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 PC's. A familiarity with legislative culture and process is preferred.

POSITION QUALIFICATIONS / EDUCATION:

The ideal candidate will be able to work in a fast-paced, professional environment; be self-motivated to work as part of a team on behalf of the Senator; and work extended hours when necessary.

High School Degree required. Bachelor's degree preferred. Applicants must be organized, detailed, 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:**

Senate Human Resources
1020 N Street - Room 571
Sacramento, CA 95814