

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
BACKUP COMMITTEE ASSISTANT**

**BASIC FUNCTIONS:** Under the direct supervision of the lead Senate Judiciary Committee Assistant and the Chief Counsel, the Backup Committee Assistant is responsible for primary receptionist duties, and shares responsibility for filing, proofreading, and finalizing analyses. Applicants must have excellent proofreading and telephone skills, be organized, detail oriented, and able to work well with others in this full-time position.

**DUTIES & ATTRIBUTES:**

- Answer multiple phone calls
- Greet visitors in a courteous manner
- Proofread committee analyses
- Assist with processing letters and other general office tasks
- Learn to perform all the tasks of the lead committee assistant
- Work well in a team environment
- Complete tasks or projects under deadlines
- Communicate clearly and concisely
- Work beyond regular hours during late night sessions

**EDUCATION:**

- High school diploma required. Bachelor's degree preferred.

**DESIRABLE POSITION QUALIFICATIONS:**

- Familiarity with legislative culture and protocol

**PAY RANGE & FILING DATE:**

Salary starts at \$2,846 per month. Prior compensation will be considered.  
Resumes must be submitted by December 11, 2015.

**SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:**

Benjamin Palmer  
Senate Judiciary Committee  
State Capitol, Room 2187  
Sacramento, CA 95814  
[benjamin.palmer@sen.ca.gov](mailto:benjamin.palmer@sen.ca.gov)