

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

BASIC FUNCTIONS:

Under the direct supervision of the lead Senate Health Committee Assistant and the Staff Director, 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
- Process letters and complete 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 18, 2015.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Dina Lucero
Senate Health Committee
State Capitol, Room 2191
Sacramento, CA 95814
Dina.Lucero@sen.ca.gov