

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

BASIC RESPONSIBILITIES: Serve as full-time back-up Committee Assistant for the Appropriations Committee. Responsibilities include creation and management of all committee bill files and records, tracking hearings and legislation, assignment and distribution of bills referred to the Committee, preparation and distribution of briefing and hearing materials, management of incoming correspondence and phone calls, ordering supplies, and providing general support functions for seven committee consultants.

DUTIES AND ATTRIBUTES: The back-up Committee Assistant must be detail oriented, an effective communicator, proficient with Microsoft Office, and able to work in a fast-paced, professional environment. A strong work ethic is essential; late evenings can be expected during the weeks when committees are meeting. The back-up Committee Assistant will be directly supervised by the Committee Assistant and Staff Director.

POSITION QUALIFICATIONS: Successful applicants will be process oriented, have a strong work ethic, a desire to learn, exceptional organizational skills, and a demonstrated ability to work under deadlines. Prior work experience in an office environment required. Working knowledge of Committee procedures, Senate Rules, and the legislative process are a plus.

PAY RANGE AND FILING DATE: The salary schedule starts at \$2,960 (Committee Assistant I) and includes full Senate benefits, such as health, dental and vision insurance as well as retirement benefits. Applications will be accepted until February 14, 2018.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO: Mark McKenzie, Staff Director, Senate Appropriations Committee at mark.mckenzie@sen.ca.gov. No phone calls.