

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT**

**BASIC FUNCTIONS:** Under the direct supervision of the Chief of Staff, the Office Assistant is responsible for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others for this full-time position.

**DUTIES & ATTRIBUTES:**

- Answer multiple phone calls
- Greet visitors in a courteous manner
- Sort mail and file various documents
- Assist with processing letters and other general office tasks
- Work well in a team environment
- Complete complicated tasks or projects under deadlines
- Communicate clearly and concisely
- Maintain Confidentiality

**EDUCATION:**

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

**DESIRABLE POSITION QUALIFICATIONS:**

- Familiarity with legislative process, culture and protocol
- Bilingual preferred but not required

**PAY RANGE & FILING DATE:**

Salary starts at \$2,552 per month. Prior compensation will be considered.  
Resumes must be submitted by February 20, 2016.

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

Tim Valderrama  
Chief of Staff  
State Capitol, Room 2080  
Sacramento, CA 95814