

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE AIDE
OFFICE OF SENATOR CANNELLA**

BASIC FUNCTIONS:

Under the direct supervision of the District Director, the Office Aide will have the primary responsibility for community outreach and general office duties. Applicants must be organized, detailed, and able to work well with others. The position is located in the District Office in Salinas.

DUTIES:

Under the direct supervision of the District Director, the ideal candidate will be able to work in a fast-paced, professional environment in addition to performing constituent services and casework as needed. The Office Aide will also effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. A familiarity with legislative culture and process is preferred.

EDUCATION:

High School Degree required. Bachelor's degree preferred.

PAY RANGE & FILING DATE:

Salary starts at \$1,868 per month. Application will be accepted until the position is filled.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT
APPLICATION TO:**

Helen Condit, District Director
2561 3rd Street
Ceres, CA 95307