

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT/CASEWORKER  
SENATOR GLAZER – SENATE DISTRICT 7**

Senator Glazer is seeking a hard-working, motivated, and energetic individual to work on constituent services and provide office and administrative support in his Walnut Creek District Office.

**BASIC FUNCTIONS:**

Under the direction of the District Director, the Constituent Services / Office Assistant has primary responsibility for constituent service, and provides office and administrative support. The Constituent Services / Office Assistant is charged with providing a superior experience for constituents with confidentiality, professionalism and the highest quality of service.

**DUTIES:**

Manages constituent services, including telephone, email and mail inquiries. Tracks casework and requests for information and assistance, and maintains up-to-date records on all cases. Generates reports on pending cases inquiries. Screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner. Picks up and distributes the mail; answers phones and assists with filing. Works well under pressure and handles stress. Works a flexible schedule including some evenings and weekends. Performs other duties as assigned.

**KNOWLEDGE:**

Knowledge of local, state and federal agencies and departments is a plus. Knowledge of office computer applications; and proficiency in word processing.

**ABILITY TO:**

Communicate with a variety of personalities in a tactful, pleasant, and professional manner. Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities. Candidates must possess excellent communication skills. The ideal candidate is creative and a detail orientated strategic thinker who is able to handle multiple projects, and work well individually and collaboratively as part of a team.

**PAY RANGE & FINAL FILING DEADLINE:**

Salary starts at \$2,552 per month plus benefits. Applications will be accepted until position is filled.

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

Teresa Gerringer  
1350 Treat Blvd., Ste. 240  
Walnut Creek, CA 94597  
Teresa.Gerringer@sen.ca.gov