

**CALIFORNIA STATE SENATE**  
**JOB ANNOUNCEMENT**  
**CHIEF ASSISTANT ENGROSSING AND ENROLLING CLERK**

**OFFICE SUMMARY:**

The Engrossing and Enrolling office is responsible for the engrossment and enrollment of all Senate legislation. Each measure is examined for accuracy and conformance with California code style. When necessary, corrected reprints of Senate measures are ordered. The Engrossing and Enrolling office verifies and maintains other documents as requested by the Secretary of the Senate.

**CHIEF ASSISTANT BASIC RESPONSIBILITIES:**

Under the direction of the Chief Engrossing and Enrolling Clerk, the primary responsibility of the Chief Assistant includes supporting the Chief with all duties associated with the engrossment and enrollment processes in an analytical, detail-oriented environment, and under demanding deadlines. The Assistant must be able to interact effectively with all internal staff as well as external offices such as the Legislative Counsel Bureau, Governor and Secretary of State Offices, and other state agencies. The Assistant will also manage the office in the absence of the Chief.

**DUTIES AND ATTRIBUTES:**

- Excellent proofreading and communication skills
- Knowledge of the legislative process
- Proficient in computer-based research
- Detail oriented and great organizational skills
- Strong analytical ability
- Ability to work well under pressure and in a team environment
- Able to work beyond regular hours during late night sessions

**DESIRABLE POSITION QUALIFICATIONS:**

- Background in law or as a legal secretary
- Managerial experience

**PAY RANGE & FILING DATE:**

Salary range starts at \$4,608 per month.  
Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RÉSUMÉ, AND SENATE APPLICATION TO:**

Sandra Daly  
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