

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE ASSISTANT
SENATE ENVIRONMENTAL QUALITY COMMITTEE**

BASIC RESPONSIBILITIES: Serve as full-time lead committee assistant for the Senate Environmental Quality Committee. Responsibilities include creating and updating bill files, editing and finalizing committee analyses, processing bills and committee actions, calling the role and the votes in committee hearings, updating the committee website, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions for four committee consultants.

DUTIES AND ATTRIBUTES: The Committee Assistant is detail oriented, an effective communicator, proficient with Microsoft Office and PC's, and able to work in a fast-paced, professional environment. The Committee Assistant must also possess great organizational skills, knowledge of the legislative system and calendar, and previous administrative experience. A strong work ethic is essential; flexibility to work late evenings or weekends as needed during the weeks when committees are meeting.

POSITION QUALIFICATIONS: Prior experience as a committee assistant is a plus but not required. Successful applicants will have a strong work ethic, exceptional editing skills and grasp of grammar, excellent organizational skills, a demonstrated ability to work under deadlines, and be process oriented.

PAY RANGE AND FILING DATE: Salary starts at \$2,960 plus benefits. Applications accepted until the position is filled.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT
APPLICATION TO:** Rachel.wagoner@sen.ca.gov