

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE OF SENATOR CONNIE M. LEYVA  
COMMITTEE ASSISTANT  
RULES COMMITTEE**

**BASIC RESPONSIBILITIES:**

Serve as administrative support to Senator Leyva and the Rules Committee Consultant assigned to the Senator.

Responsibilities include creating and updating bill files, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and other general support functions.

**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. A strong work ethic is essential; late evenings can be expected during the weeks when committees are meeting.

**POSITION QUALIFICATIONS:**

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

**PAY RANGE AND FILING DATE:**

Salary starts at \$2,960 (Committee Assistant I). Applications accepted until the position is filled.

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

**Cori Ayala  
Chief of Staff  
Office of Senator Connie M. Leyva  
Cori.Ayala@sen.ca.gov**