

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

BASIC RESPONSIBILITIES: Under the direct supervision of the Chief of Staff and the Scheduler serve as full-time committee assistant for Senator Connie M. Leyva. Responsibilities include front desk operations and general office duties which includes daily operations of the legislative office, back up scheduler, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions for office. Applicants must be organized, detailed, and able to work well with others for this full -time position.

DUTIES AND ATTRIBUTES:

- Legislative/scheduling experience is preferred, as is knowledge of the legislative process.
- Great organizational skills.
- Detail oriented.
- Knowledge of the legislative system and calendar.
- Ability to work in a fast-paced, professional environment.
- Effective communicator.
- Previous administrative experience.
- Strong work ethic; late evenings can be expected during the weeks when committees are meeting.
- Proficient with Microsoft Office and PC's.

POSITION QUALIFICATIONS: Prior experience as an Executive assistant/Scheduler is a plus but not required. Successful applicants will have a strong work ethic, exceptional organizational skills, a demonstrated ability to work under deadlines, and be process oriented.

Applicants should submit a resume and cover letter to Stephanie Hinline by April 4, 2016

SUBMIT COVER LETTER, RESUME AND SENATE EMPLOYMENT APPLICATION TO:

**Stephanie Hinline
State Capitol, Room 4061
Sacramento, CA 95814
Stephanie.Hinline@sen.ca.gov**

Applications can be confidential if desired.