CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE ASSISTANT
THE SENATE TRANSPORTATION AND HOUSING COMMITTEE

BASIC RESPONSIBILITIES: Serve as full-time lead committee assistant for the Senate Transportation and Housing Committee. Responsibilities include creating and updating bill files, producing 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:

- Legislative/Committee Assistant experience is essential, 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 a committee assistant 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.

PAY RANGE AND FILING DATE: Salary is dependent on qualifications and job classification limits. Applicants should submit a resume and cover letter to by Wednesday, February 24.

SUBMIT COVER LETTER, RESUME AND SENATE EMPLOYMENT APPLICATION TO:
Randy Chinn, Executive Staff Director
Senate Transportation and Housing Committee
at randy.chinn@sen.ca.gov

No calls please. Applications can be confidential if desired.