

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT (District Office)
OFFICE OF SENATOR DODD**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff and the District Coordinator, the Office Assistant will have the primary responsibility for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others. This position is located in one of Senator Dodd's District Offices.

DUTIES:

Under the direct supervision of the Chief of Staff and the District Coordinator, the ideal candidate will be able to work in a fast-paced, professional environment in addition to performing constituent services, correspondence, and casework. The Office Assistant will also effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, including work on evenings and weekends, as assigned.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. Familiarity with Senate District 3 is strongly preferred. A familiarity with legislative culture and process is preferred.

EDUCATION:

High School Degree required. Bachelor's degree preferred. Fluency in Spanish or Tagalog preferred.

PAY RANGE & FILING DATE:

Salary for this position starts at \$2,552 per month. Application will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT

APPLICATION TO:

Ezrah Chaaban, Chief of Staff

Ezrah.Chaaban@sen.ca.gov