

CALIFORNIA STATE SENATE

JOB ANNOUNCEMENT

CHIEF ASSISTANT ENGROSSING AND ENROLLING CLERK

OFFICE SUMMARY:

The Engrossing and Enrolling Clerk is responsible for the engrossment and enrollment of all Senate legislation, determining California code style and conforming each bill to that style, ordering corrected reprints of Senate measures when necessary, and providing secure storage and maintenance of such documents. The Engrossing and Enrolling office verifies and maintains various other documents as requested by the Secretary of the Senate. The Engrossing and Enrolling Clerk manages an office of six assistant clerks.

CHIEF ASSISTANT BASIC RESPONSIBILITIES:

The Chief Assistant is responsible for assisting the Engrossing and Enrolling Clerk with all duties associated with the Engrossing and Enrolling office, and managing the office in the absence of the Clerk.

DUTIES AND ATTRIBUTES:

- Excellent proofreading and communication skills
- Knowledge of the legislative process
- Proficient in computer-based research
- Detail oriented and great organizational skills
- Strong analytical ability
- Ability to work well under pressure and in a team environment
- Able to work beyond regular hours during late night sessions

DESIRABLE POSITION QUALIFICATIONS:

- Background in law or as a legal secretary
- Managerial experience

PAY RANGE & FILING DATE:

Salary is \$4,608 per month. Prior compensation will be considered. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RÉSUMÉ, AND SENATE APPLICATION TO:

Sandra Daly
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