

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
OFFICE OF SENATOR SKINNER**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff or the District Director, the Executive Assistant is responsible for front desk operations, general office duties, constituent support and correspondence, and other administrative duties. Applicants must be organized, detailed, and able to work well with others for this full-time position.

DUTIES:

Under the direct supervision of the Chief of Staff, the Executive Assistant will perform full range of office duties, such as coordinating calendar and scheduling, handling constituent requests and correspondence, maintaining office contacts and other lists/data, answering the phone, processing resolutions, and sorting mail. Punctuality is required, and completing projects under deadlines is essential. Candidates must be willing to work beyond regular hours during late night sessions.

EDUCATION:

High school diploma required. Bachelor's degree preferred.

POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced administrative capacity and will work well in a team environment. Candidates should have an understanding of the legislature, constituent services, and strong oral and interpersonal communication skills.

SALARY & FILING DATE:

Salary starts at \$3,368 per month. Applications will be accepted until position is filled.

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

ca.sdnine@gmail.com