

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR LARA**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff and the Scheduler, the Office Assistant in Senator Lara's Capitol office will have the primary responsibility for front desk operations and general office duties which includes assisting the scheduler in the daily operations of the legislative office. Applicants must be organized, detailed, and able to work well with others for this full-time position.

DUTIES & ATTRIBUTES:

- Responsible for back-up scheduling duties
- Answer multiple phone calls
- Greet visitors in a courteous manner
- Open, sort and distribute mail
- Assist with processing letters and other general office tasks
- Maintain an office filing system
- Order office supplies on an as-needed basis
- Work well in a team environment
- Complete tasks or projects under deadlines
- Communicate clearly and concisely

EDUCATION:

- High school diploma required. Bachelor's degree preferred.

DESIRABLE POSITION QUALIFICATIONS:

- Familiarity with legislative culture and protocol
- Scheduling experience preferred

PAY RANGE & FILING DATE:

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

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Erika Contreras, Chief of Staff
State Capitol, Room 5050
Sacramento, CA 95814
Erika.Contreras@sen.ca.gov