

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

BASIC FUNCTIONS: The Executive Assistant in Senator Gaines' El Dorado Hills district office acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. Applicants must monitor any pertinent district or local issues, especially those involving state agencies, and keep the Senator, Chief of Staff, and District Director updated. Applicants must be organized, detailed, and able to work well with others for this full-time position.

DUTIES & ATTRIBUTES:

- Ability to work in a fast-paced, professional environment.
- Answer multiple phone calls.
- Strong oral and written communication skills.
- Performs constituent services and casework as needed.
- Respond to constituents and district organizations both verbally and through written communication as to the Senator's position on district-related legislation or issues.
- Attend events and meetings with the Senator, or on his behalf, as assigned.
- Proficient with Microsoft Office and PC's.

EDUCATION:

- Bachelor's degree required.

DESIRABLE POSITION QUALIFICATIONS:

- Familiarity with legislative culture and protocol.

PAY RANGE & FILING DATE:

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

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Submit in person to State Capitol, Room 3070
or email Dave.Titus@sen.ca.gov