CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT

BASIC FUNCTIONS: Under the direct supervision of the Rules Committee Assistant and the Secretary of the Senate, the Executive Assistant is responsible for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others for this full-time position.

DUTIES & ATTRIBUTES:

- Answer multiple phone calls
- Greet visitors in a courteous manner
- Process resolutions
- Sort mail
- Assist with processing letters and other general office tasks
- Assemble and maintain Members' tablets for Rules Committee hearings
- Work well in a team environment
- Complete tasks or projects under deadlines
- Communicate clearly and concisely
- Work beyond regular hours during late night sessions

EDUCATION:

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

DESIRABLE POSITION QUALIFICATIONS:

- Familiarity with legislative culture and protocol

PAY RANGE & FILING DATE:

Salary starts at $3,238 per month. Prior compensation will be considered.
Resumes must be submitted by June 12, 2015.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Jane Leonard Brown
Senate Rules Committee
State Capitol, Room 400
Sacramento, CA 95814