

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATE HUMAN RESOURCES**

BASIC FUNCTIONS: Under the direct supervision of the Deputy Secretary for Human Resources and the Deputy Director of Human Resources, the Office Assistant is responsible for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others in this full-time position.

DUTIES & ATTRIBUTES:

- Answer multiple phone lines
- Greet visitors in a courteous manner
- Sort mail and file various documents
- Assist with processing of letters and other general office tasks
- Work well in a team environment
- Complete tasks or projects under deadlines
- Communicate clearly and concisely
- Maintain Confidentiality

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 \$2,552 per month. Prior compensation will be considered.

Application packets must be submitted by February 20, 2016.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Jeannie Oropeza
Deputy Secretary for Human Resources - Senate Rules Committee
Legislative Office Building (LOB)
1020 N Street, Room 571
Sacramento, CA 95814