

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT/CASEWORK (DISTRICT OFFICE)
OFFICE OF SENATOR HENRY STERN**

BASIC FUNCTIONS:

Under the direct supervision of the District Director, the Office Assistant will have the primary responsibility for front desk operations and general office duties with an emphasis on constituent relations. Applicants must be organized, detailed, and able to work well with others.

DUTIES:

Under the direct supervision of the Chief of Staff and the District Director, the ideal candidate will be able to work in a fast-paced, professional environment. Applicant must familiarize themselves with the many California State agencies that are essential to performing constituent services and casework. The Office Assistant will also effectively communicate the content of the Senator's legislation, issues affecting the District, as well as attend events and meetings with the Senator, or on the Senator's behalf, as assigned. The Office Assistant will also have other general office duties, including drafting certificates, managing interns, inputting information into LCMS, and other duties as assigned

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. A familiarity with legislative culture and process is essential.

EDUCATION:

Bachelor's degree preferred.

PAY RANGE & FILING DATE:

Salary starts at \$2552 per month, plus benefits. Application will be accepted until the position is filled.

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

Elizabeth Fenton, Chief of Staff
State Capitol, Room 5108
Sacramento, CA 95814
Elizabeth.fenton@sen.ca.gov