

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT  
OFFICE OF SENATOR HANNAH-BETH JACKSON**

**BASIC FUNCTIONS:**

Under the direct supervision of the District Coordinator, the Office Assistant in Senator Jackson's Oxnard office will have primary responsibility for regular maintenance of the Legislative Constituent Management System, ensuring that constituent concerns are responded to in a timely manner and that the Senator and her staff are regularly updated on trending issues in the district. The Office Assistant will also perform many of the functions of a District Representative and must be able to communicate the Senator's approved positions on legislative and local issues which affect the district.

**DUTIES:**

Maintain the Legislative Constituent Management System and ensure that constituent concerns are responded to in a timely manner. Act as a representative for the Senator, attending events and meeting on her behalf. Accompany the Senator and prepare her for meetings with constituents. Assist with drafting letters and other office tasks. Keep the Senator, District Coordinator and Chief of Staff regularly updated on pertinent constituent concerns or issues. Prepare regular reports for the Senator on district activities and assigned issue areas as well as meetings and events. Work a flexible schedule, including nights and weekends, as needed. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Strong oral and written communication skills. Applicants should also be organized, detail oriented, and able to work well with others in this full-time position.

**EDUCATION:**

High School Degree required. Bachelor's degree preferred.

**PAY RANGE & FILING DATE:**

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

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

James Joyce, District Coordinator  
222 E. Carrillo St., Suite 309  
Santa Barbara, CA 93101