

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
SENATOR FRAN PAVLEY CAPITOL OFFICE**

BASIC FUNCTIONS: The Office Assistant is a full-time position, responsible for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with in a fast paced environment.

DUTIES & ATTRIBUTES:

- Answer multiple phone lines.
- Greet and announce visitors in a courteous manner.
- Sort mail and file various documents.
- Pick up Daily File and check for committee hearings and legislation.
- Assist with processing of letters and other general office tasks.
- Back-up scheduling.
- Maintain binders, legislative lists and packets for Legislative Director and member.
- Track and collect materials list for member.
- Pay office bills (as needed).
- Keep office supplies updated.
- Write thank you notes for gifts (as needed).
- Handle resolutions (as needed).
- Handle Adjourn in Memory (AIM)'s (as needed).
- Work well in a faced paced, team environment.
- Complete tasks or projects under deadlines.
- Communicate clearly and concisely.

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.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Elizabeth.fenton@sen.ca.gov