

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
DISTRICT OFFICE OF SENATOR HOLLY J. MITCHELL
(LOS ANGELES)**

SUMMARY:

Under the direct supervision of the District Director, the Office Assistant will serve as the office manager. This position researches, plans, and schedules appointments for the State Senator and maintains and updates Scheduling Division database and contacts. Maintains strictest confidentiality and demonstrates ethical judgment in conducting business on behalf of the office. Serve as general receptionist for office (utilizing support of interns) including directing calls, visitors, emails and snail mail to the Senator and relevant staff members. Demonstrates and applies knowledge of the Senator's calendar, contacts and events as necessary to effectively fulfill scheduling activities. Performs all related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Manage the Senator's District schedule, including: intake and processing of event and meeting requests with detailed and complete information; Working with relevant staff and the Senator to ensure commitments are strategically chosen; Ensuring that the Senator's privacy is protected; Coordination of Senator's official district office travel plans; Coordinate staff members' coverage at events with, or instead of Senator; Maintain detailed logistical information on all calendar items to ensure Senator is well prepared and can be quickly equipped with information on upcoming events and her role; Maintain schedule archives; Interface with requesters in a professional, friendly but firm manner; Manage Senator's call and note card lists; and Develop and maintain positive relationships with leaders in the course of scheduling and other interactions.

Office hours are 9:00am - 5:00pm; plus community events regularly in the evenings and occasionally on weekends.

POSITION QUALIFICATIONS:

Excellent written and oral communication skills; Superb organization and attention to detail, even while handling a number of tasks concurrently; Disposition for planning ahead and “seeing” logistics; Ability to learn quickly and ask questions; Ability to meet deadlines and deliver on goals; Flexibility; Trustworthiness; Strong work ethic and healthy sense of humor; Ability to prioritize and problem-solve, especially in high-pressure environments; Comfort and skill in working with a wide range of personalities and cultures; Demonstrated talent and good judgment in handling confidential information and challenging people; Comfort both with taking initiative and working independently while also working as part of a close-knit team; Interest in receiving constructive feedback and coaching; Commitment to the promotion of progressive values.

EDUCATION:

Bachelor’s degree required.

PAY RANGE & FILING DATE:

Salary ranges from \$3,270 to \$3,436 per month, depending on relevant experience, plus competitive benefits. Applications will be accepted until the position is filled.

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

Please do not contact the office by phone. References Required. Please email resume and a cover letter:

Attn: Hannah Cho

Email: Hannah.Cho@sen.ca.gov

Office of Senator Holly J. Mitchell