

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR JOHH M. W. MOORLACH**

BASIC FUNCTIONS:

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

DUTIES:

The ideal candidate will be able to work in a fast-paced, professional environment in addition to performing constituent services and casework as needed. The Office Assistant will also effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office, basic spreadsheets, list management and PC's. Strong interest in current events and public policy. Ideal candidate would possess ability to problem solve and adapt quickly when performing tasks. A familiarity with legislative culture and process is preferred. The office is located in Senator Moorlach's Costa Mesa office.

EDUCATION:

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:**

Lance Christensen, Chief of Staff, lance.christensen@sen.ca.gov