

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR SKINNER**

BASIC FUNCTIONS:

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

DUTIES:

Under the direct supervision of the Chief of Staff and the Scheduler, 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 and PCs. A familiarity with legislative culture and process is preferred.

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, WRITING SAMPLE, AND SENATE
EMPLOYMENT APPLICATION TO:**

ca.sdnine@gmail.com