

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

BASIC FUNCTIONS:

Under the direct supervision of the District Director and Chief of Staff, the Office Assistant will have the primary responsibility for general office duties, representing the Senator throughout the district. Applicants must be organized, detailed, and able to work well with others. Travel is required.

DUTIES:

Under the direct supervision of the District Director and the Chief of Staff, 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 PC's. A familiarity with legislative culture and process is preferred.

EDUCATION:

Bachelor's degree required.

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:**

Rocky Fernandez, District Director
39510 Paseo Padre Parkway, Suite 280
Fremont, CA 94538
Rocky.Fernandez@sen.ca.gov