

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

BASIC FUNCTIONS:

Under the supervision of the Executive Assistant, the Office Assistant will serve in the Capitol office as a full-time front desk person. Responsibilities include greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions. Applicants must be organized, proficient with Microsoft Office and PC's, and be able to work in a fast paced, professional environment.

DUTIES:

The Office Assistant will assist in the general functions of the Capitol office, such as tracking mileage, tracking legislation, and assisting in managing the Senator's materials. Punctuality is required, in addition to working a flexible schedule, as needed. Strong oral and written communication skills are a must. The Office Assistant will assist as the back-up scheduler, in the Executive Assistant's absence.

POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced administrative capacity, a basic understanding of the legislature and strong interpersonal communication skills.

SALARY AND FINAL FILING DATE:

Salary starts at \$2,552 per month, plus benefits. Applications will be accepted until position is filled.

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

Elizabeth Fenton, Chief of Staff
State Capitol, Room 5108
Sacramento, CA 95814
Elizabeth.fenton@sen.ca.gov