

CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
Office Assistant for Senator Leyva
(San Bernardino Office)

BASIC FUNCTIONS: Under the direct supervision of the District Coordinator, the Office Assistant in Senator Leyva's office will have primary responsibility for regular maintenance of the Legislative Constituent Management System ensuring that constituent concerns are responded to in a timely manner and that the Senator and her staff are regularly updated on trending issues in the district. The Office Assistant in Senator Leyva's San Bernardino Office will also perform many of the function of a District Representative and must be able to represent and articulate the Senator's approved position on legislative and local issues which affect the district through verbal and written communication.

ESSENTIAL JOB FUNCTIONS:

- Maintain the Legislative Constituent Management System (LCMS) and ensure that constituent concerns are responded to in a timely manner.
- Act as the representative for the Senator by attending district-related events and meetings on her behalf; may include public speaking or certificate presentations.
- Prepare the Senator for and attend meetings with the Senator and constituents.
- Assist with drafting letters and other general office tasks.
- Keep the Senator, District Coordinator and Chief of Staff regularly updated on any pertinent constituent concerns and/or issues within the district.
- Prepare regular reports for the Senator on district activities and assigned issue areas as well as meetings and events attended.
- Work a flexible schedule, including nights and weekends, as needed.
- Perform other duties as assigned.

EDUCATION:

- High school diploma required. Bachelor's degree highly preferred.

DESIRABLE POSITION QUALIFICATIONS:

- Applicants must have strong oral and written communication skills, be organized, detail oriented, and able to work well with others in this full-time position. Though not required, the ideal candidate will be bilingual.

PAY RANGE & FILING DATE:

- Salary range: \$2552-\$3762 per month. Prior compensation will be considered. Application packets will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

- Manuel Saucedo at: Manuel.Saucedo@sen.ca.gov