

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR TED GAINES**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff and the District Director, 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 District Director, the ideal candidate will be able to work in a fast-paced, professional environment. The Office Assistant will assist in performing constituent services and casework as needed, and will interact with constituents in the office and via phone, email and mail. The Office Assistant will also be required to effectively communicate the Senator's position on issues affecting the District, attend events and meetings with or on behalf of the Senator, and perform other office-related duties as assigned.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. Strong writing and customer service skills are 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, AND SENATE EMPLOYMENT

APPLICATION TO:

Dave Titus, Chief of Staff
State Capitol, Room 3076
Sacramento, CA 95814
or
Dave.titus@sen.ca.gov