

## CALIFORNIA STATE SENATE JOB ANNOUNCEMENT

### Office Assistant for State Senator Loni Hancock (Sacramento)

#### Basic Responsibilities:

This full-time position is in the Capitol Office for Senator Hancock, Chair of the Senate Public Safety Committee and the Budget Subcommittee on Corrections, Public Safety and the Judiciary.

Assists various staff members in the daily operations of a legislative office, including but not limited to typing and filing of correspondence, answering of telephones, word processing, and mail distribution.

#### Essential Duties:

- Opens and routes all incoming mail.
- Answers the telephone and responds to questions if appropriate, or relays messages to the Member and staff.
- Greets and assists constituents and others who visit the Capitol office.
- Types correspondence and other materials as requested.
- Maintains subject files for office.
- Handles resolution and certificate requests.
- Orders office supplies on an as-needed basis.
- Tracks Member's legislation.
- Does other related work as assigned.

#### Knowledge of:

General office procedures; word processing/computer skills; understanding of the legislative process.

#### Ability to:

Adapt quickly to office routine; work with the public in a courteous manner; prioritize duties; create computer programs for specific job duties; work under pressure and deadlines.

#### Salary Range:

\$2,454 - \$3,618/month

Interested candidates should submit a cover letter and resume to:

Hans Hemann at: [hans.hemann@sen.ca.gov](mailto:hans.hemann@sen.ca.gov)

Final filing date: Applications will be accepted until position is filled.