

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT  
OFFICE OF SENATOR RICHARD ROTH**

**BASIC FUNCTIONS:**

Under the direct supervision of the Chief of Staff, the Office Assistant will have primary responsibility for front desk operations and general office duties. The ideal candidate will be able to work in a fast-paced, professional environment and must be organized, detailed, have a positive attitude and be able to work well with others.

**DUTIES:**

The candidate's duties will include front desk reception, constituent services, management of the office e-mail, office liaison to Senate Reprographics, preparation of travel claims, supply ordering, coordination of State Capitol Tour requests and other duties as assigned.

The candidate will also work with the Senator's Legislative team to assemble floor materials, distribute bill fact sheets, and track legislative support/opposition letters.

**POSITION QUALIFICATIONS:**

Strong oral and written communication skills are required. Proficiency in Microsoft Office Suite and Legislative Constituent Management System (LCMS) highly preferred, in addition to a minimum of two years Capitol experience in a similar position.

**EDUCATION:**

High School degree required. Bachelor's degree preferred.

**PAY RANGE & FILING DATE:**

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

**SUBMIT COVER LETTER, RESUME, (WRITING SAMPLE), AND SENATE  
EMPLOYMENT APPLICATION TO:**

Trish Fontana

Email: [trish.fontana@sen.ca.gov](mailto:trish.fontana@sen.ca.gov)

916-651-4031