

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

BASIC FUNCTIONS:

Under the direct supervision of the Deputy Chief of Staff, the Office Assistant is responsible for general office duties, attending events on behalf of the Senator and constituent services. Applicants must be organized, detailed, and able to work well with others for this full-time position.

DUTIES & ATTRIBUTES:

Under the direct supervision of the Deputy Chief of Staff, the Office Assistant will perform various office duties, such as answering phones, attending meetings and events on behalf of Senator Nguyen, drafting certificates, resolutions, proclamations and letters, performing constituent casework, providing legislative updates to community members, and monitoring pertinent district and local issues.

Punctuality is required, and completing projects under deadlines is essential. Candidates must be willing to work beyond regular hours during busy evenings and weekends.

EDUCATION:

High school diploma required. Bachelor's degree preferred.

DESIRABLE POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced office capacity, and must work well in a team environment. Candidates should have an understanding of the legislature, constituent services, and strong oral and interpersonal communication skills.

PAY RANGE & FILING DATE:

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

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Frances Cadenas, Deputy Chief of Staff

10971 Garden Grove Blvd., Suite D

Garden Grove, CA 92843

Frances.Cadenas@sen.ca.gov