

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

BASIC FUNCTIONS:

Under the direct supervision of the District Director, the district Office Assistant will have the primary responsibility for front desk operations and general office duties and may also be requested to serve as a Field Representative. Applicants must be organized, detailed, and able to work well with the Senator's staff and community partners. The Office Assistant also represents the Senator's office and acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, he or she must monitor local issues and keep the Senator and Chief of Staff apprised through the District Director.

DUTIES:

Under the direct supervision of the District Director, the preferred candidate will be able to work in a fast-paced, professional environment welcoming visitors to the District Office, performing constituent services and casework, and maintaining office databases. The Office Assistant will also prepare briefings for the Senator in advance of district meetings with constituents, as well as acting as the representative for the Senator by attending district-related events and meetings which may include public speaking or certificate presentations. The Office Assistant must remain knowledgeable of district and state issues by reviewing media sources and constituent input on a continual basis, as well as through frequent contact with leaders in the district including attending community group meetings, events, etc. He or she is also responsible for drafting and sending letters of recognition and appreciation on behalf of the Senator and submit reports to the Senator on district activities as assigned.

POSITION QUALIFICATIONS:

Strong oral and written communication skills and interpersonal skills are essential in addition to proficiency with Microsoft Office and PC's. Adherence to a culture of public service is required and familiarity with the legislative process and constituent services is preferred. Ability to exercise discretion, work independently, exercise good judgment and maintain confidentiality in fulfillment of responsibilities is essential. Candidates will be required to work a flexible schedule, including nights and weekends, as needed.

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:

District Director Claire.Conlon@sen.ca.gov

2251 Florin Road, Suite 156

Sacramento, CA 95822