

**CALIFORNIA STATE SENATE
DISTRICT OFFICE OF SENATOR FRAN PAVLEY
JOB ANNOUNCEMENT**

**PART TIME EXECUTIVE ASSISTANT (NO BENEFITS)
(CALABASAS DISTRICT OFFICE)**

BASIC RESPONSIBILITIES: Serve in the Calabasas District Office as part-time Administrative Assistant/Receptionist/Scheduler. Responsibilities include greeting constituents, answering the telephone, scheduling, constituent casework, managing incoming mail, ordering supplies, working in the Legislative Database Management System, and general support functions. The position entails drafting constituent correspondence, California State Senate Certificates of Recognition and tribute letters.

DUTIES AND ATTRIBUTES:

- Punctuality is required: the District Office is open Monday through Friday from 9:00 AM to 5:00 PM
- Effective communicator with colleagues, constituents, government agencies, community-based organizations, and elected officials
- Great organizational skills and detail oriented
- Ability to work in a fast-paced, professional environment
- Previous administrative and customer service experience
- Proficient with Microsoft Office and PC's
- Interest in State government

POSITION QUALIFICATIONS: Ideal candidates will have experience working in a fast-paced administrative capacity.

PAY RANGE AND FILING DATE: Salary is dependent on qualifications and job classification limits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME AND SENATE EMPLOYMENT APPLICATION TO:

Lauren Gallant, District Director
Office of Senator Fran Pavley
5016 North Parkway Calabasas, Suite 222
Calabasas, CA 91302
Lauren.Gallant@sen.ca.gov