

**SENATOR MARK LENO (D-SAN FRANCISCO)  
JOB ANNOUNCEMENT  
RECEPTIONIST/OFFICE ASSISTANT**

**BASIC FUNCTIONS:** The Office Assistant is responsible for front desk operations and general office duties in the Senator's Capitol Office. Applicants must be organized, detail-oriented and able to work well with others for this full-time position.

**DUTIES & ATTRIBUTES:**

- Answer multiple phone calls
- Greet visitors in a courteous manner
- Process resolutions
- Sort and distribute mail, e-mail and faxes
- Update the Senator's database of contacts
- Assist with writing and processing letters and other general office tasks
- Work well in a team environment
- Complete tasks or projects under deadlines
- Communicate clearly and concisely
- Work beyond regular hours during late night sessions

**EDUCATION:**

- High school diploma required. Bachelor's degree preferred.

**DESIRABLE POSITION QUALIFICATIONS:**

- Understanding of legislative culture and protocol
- Familiarity with District 11 (San Francisco, Daly City, Colma, South San Francisco)

**PAY RANGE & FILING DATE:**

Salary range is \$2,552 - \$3,762 per month. Prior compensation will be considered.  
Position available starting January 19, 2016. Resumes accepted until position filled.

**SUBMIT COVER LETTER & RESUME TO:**

Bob Hartnagel , Chief of Staff  
Senator Mark Leno's Office  
State Capitol, Room 5100  
Sacramento, CA 95814  
[bob.hartnagel@sen.ca.gov](mailto:bob.hartnagel@sen.ca.gov)  
No phone calls, please