

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
SENATE OPERATIONS DEPARTMENT SPECIALIST II**

BASIC FUNCTIONS:

The Operations Specialist II position acts as a liaison between Senate offices, outside vendors, constituents, Legislative Counsel, state agencies and the Senate Rules Committee. Applicants must have exceptional organization and communications skills. In addition, attention to detail is required. This is a full-time position under the supervision of the Deputy Secretary of Operations.

DUTIES:

Process and maintain files as they relate to Legislative Open Records Act requests and event contracts. Research, write and coordinate production of various materials used by Senate offices in their constituent outreach. Assist the Senate Operations Department with special projects, upon request.

DUTIES AND KNOWLEDGE OF:

- Proficient with Microsoft Office and Adobe Acrobat Pro software
- Keep records and maintain files
- Be willing to learn and understand office procedures and protocols
- Communicate clearly and concisely
- Complete tasks or projects under deadline
- Proof Reading Skills
- Program and Time Management

EDUCATION:

- Bachelor's degree required

DESIRABLE POSITION QUALIFICATIONS:

- The ability to maintain confidential information in a professional environment
- Work well with others in a fast pass environment
- Familiarity with legislative culture and protocol

PAY RANGE & FILING DATE:

Salary starts at \$3,924 per month. Applications will be accepted until September 30, 2016.

SUBMIT COVER LETTER, RESUME AND SENATE APPLICATION TO:

Please submit to Sheron Violini, Deputy Secretary of Operations
Senate Rules Committee, 1020 N Street, Room 255,
Sacramento, CA 95814.

Inquiries should be made to Ms. Violini at 916-651-1504.