

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

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff, the Office Assistant will have the primary responsibility for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others.

DUTIES & ATTRIBUTES:

Under the direct supervision of the Chief of Staff the ideal candidate will be able to work in a fast-paced, professional environment, answer multiple phone lines, staff the front desk, process mail, as well as other office tasks. Being able to work well in a team environment is essential.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. A familiarity with legislative culture and process is preferred.

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, & SENATE APPLICATION BY EMAIL TO:

Colleen Beamish, Chief of Staff

colleen.beamish@sen.ca.gov