

# **CAPITOL BUILDING SENATE SPECIAL SERVICES**

## **JOB DESCRIPTION**

### **BASIC FUNCTIONS:**

Senate Special Services employees support the Senate in its daily operational and logistical needs as it relates to Senate Members and staff, messenger deliveries which includes inter-office mail distribution and related other related services.

### **DUTIES:**

- Serve as building messengers which includes pick-up and delivery of inter-office mail
- Pick-up and deliver Senate property
- Drive a variety of vehicles (cars, vans, trucks and forklifts) and provide general automotive maintenance
- Perform duties related to hearing and event set up, including audio and visual equipment
- Set up and breakdown of chairs and tables; coordinate furniture and office moves
- Provide ground transportation for Senate members

### **MINIMUM POSITION QUALIFICATIONS:**

- Graduation from high school or completion of an acceptable General Education Development (GED) Test
- Possess a valid California Driver License, a clean driving record and current automobile insurance
- Be a United States citizen or other authorized resident; must be at least 21 years of age
- Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification
- Understand and follow written and verbal directions and able to work independently
- Ability to bend, lift, reach and twist as necessary to complete tasks
- Ability to squat, crawl and kneel to complete tasks
- Move and lift variety of packages weighing up to 55 lbs.
- Available to work rotating shifts and extended hours as necessary
- May be required to travel statewide on short notice

### **DESIRABLE QUALIFICATIONS & ADDITIONAL SKILLS:**

- High level of integrity; demonstrate reliability and flexibility
- Workplace safety conscious
- Excellent communication skills and customer service oriented
- General working knowledge of tools; basic carpentry and assembly of furniture

### **PAY & FILING DATE:**

Starting salary is \$2792.00 per month

Resumes along with senate applications must be received by:

**5:00PM on Friday, July 10, 2015**

Hard copies only; resumes and senate applications sent electronically (email, fax, etc.) will not be considered

### **Submit Resume and Senate Application to:**

Debbie Manning, Chief Sergeant at Arms  
State Capitol, Room 3030  
Sacramento, CA 95814