

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT  
OFFICE OF SENATOR JOEL ANDERSON**

**BASIC FUNCTIONS:**

Under the direct supervision of the Chief of Staff and the Deputy Chief of Staff, the Office Assistant will have the primary responsibility for constituent correspondence and other constituent services in the San Marcos district office. Applicants for this position must be organized, proactive team-players with solid leadership skills.

**DUTIES:**

The ideal candidate will be able to work in a fast-paced, professional environment in addition to performing constituent services. The Office Assistant will also effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned. The ability to learn, understand, and adhere to Senate's mass mailing regulations is essential and must be able to complete tasks or projects under deadlines.

**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. Application will be accepted until the position is filled.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT**

**APPLICATION TO:**

Maggie Sleeper

Deputy Chief of Staff

[Maggie.Sleeper@sen.ca.gov](mailto:Maggie.Sleeper@sen.ca.gov)