

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT  
OFFICE OF RESEARCH**

**BASIC FUNCTIONS:**

Under the supervision of the Director of Research and the Office Manager, the Executive Assistant is responsible for reception desk activities and general office duties and also assists with document formatting and copy-editing. This is a full-time position.

**DUTIES:**

The Executive Assistant performs the following duties: greet and assist guests to the office; answer office telephone and route calls; assist with office attendance procedures; distribute mail and other documents; maintain office supplies, including printers, copiers and fax machine; assist with document formatting and copy-editing, including graphs/charts; and assist as needed with other assignments.

**REQUIRED SKILLS:**

Familiarity with the legislative environment and process is preferred, but not essential. Required skills for the position include: strong communication and customer-service skills; detail-oriented and ability to produce neat, accurate work; ability to assess situations and exercise independent judgment; maintain confidentiality of office work; ability to multi-task and manage time efficiently; and proficiency with Microsoft Office and computers.

**EDUCATION:**

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

**PAY RANGE & FILING DATE:**

Salary for the position starts at \$3,368 per month.

Filing Date: Until filled

**SUBMIT COVER LETTER, RESUME, & SENATE EMPLOYMENT APPLICATION  
TO:**

Attention: Jody Martin e-mailed to [Senate.Office.of.Research@sen.ca.gov](mailto:Senate.Office.of.Research@sen.ca.gov)

Submittals can be confidential upon request