

SENATE SPECIAL SERVICES

JOB DESCRIPTION

BASIC FUNCTIONS:

DUTIES:

- Provide ground transportation for members of the Senate
- Pick-up and deliver Senate property in and around the State Capitol
- Drive a variety of vehicles (cars, vans, trucks and forklifts) and provide basic automotive maintenance
- Perform duties related to hearing and event set up, including audio/visual equipment, tables and chairs
- Facilitate furniture and office moves within the State Capitol, the Legislative Office Building (LOB) and district office throughout the state
- Provide general office support with a variety of clerical activities
- Answer, screen and forward any incoming phone calls
- Serve Senate staff by greeting and directing them when they visit the Special Services office

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
- Drug and alcohol screening will be required post job offer
- 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.
- Working knowledge of tools, basic carpentry and assembly of furniture
- Available to work rotating shifts and extended hours as necessary
- May be required to travel statewide on short notice

ADDITIONAL QUALIFICATIONS & SKILLS:

- High level of integrity; demonstrate reliability and flexibility
- Workplace safety conscious
- Solid communication skills, both written and verbal
- Customer service oriented

PAY RANGE & FILING DATE:

\$2792.00 - \$4,292.00 per month; Applications will be received until positions are filled

Submit Resume and Cover Letter to:

Office of the Senate Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814