



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember V. Fong

**Classification:** Office Assistant

**Posted:** May 12, 2022

The Office of Assemblyman Vince Fong is seeking an office assistant based in the Bakersfield office.

**Reports to:** District Director.

**Supervise:** No supervisory responsibility.

**Essential Duties:**

- Collects, sorts, and distributes incoming and outgoing mail.
- Types letters, memoranda, reports or other materials from notes, or rough draft copy.
- Maintains files and records.
- Answers telephones and directs callers to appropriate party.
- Copies, collates, staples, folds and inserts letters, memoranda, and a variety of other material into envelopes.
- Acts as a receptionist for office to which assigned.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

**Knowledge of/Ability to:**

- Proper English usage, spelling, grammar, and punctuation.
- Business letter writing and modern office methods and procedures.
- Perform routine office clerical work.
- Spell correctly and use proper English.
- Type accurately.
- Understand and carry out directions.

- Learn to operate office equipment, and learn office methods, rules and policies.
- Work independently in the absence of supervision.
- Make arithmetical calculations with speed and accuracy.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work extended hours as necessary when legislative functions dictate.
- Work efficiently and effectively under pressure.
- Access, input and retrieve information from a computer and other resources.

**Contact:** Interested applicants should email a resume with references to [Jessica.Janssen@asm.ca.gov](mailto:Jessica.Janssen@asm.ca.gov).