



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee, Warehouse

Classification: Warehouse Assistant

Posted: March 13, 2020

Hours: Full-time (35 hours/week)

Salary: \$3,286 per month

Position Location: Assembly Warehouse, West Sacramento

Duties and Responsibilities:

- The Warehouse Assistant performs a variety of duties related to the moving, relocation, rearranging and delivering of Assembly Capitol and district office furniture, equipment and supplies.
- Assists in warehousing furniture and related items.
- Assists in maintaining a complete and accurate inventory of furniture and supplies.
- Cleans warehouse facility.
- Operate light trucks and other equipment used in moving furniture and related items.
- Practice safe driving procedures and maintain clean driving record.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other duties and responsibilities as required or assigned.

Requirements:

- Experience with methods, equipment, and techniques of moving furniture, office equipment and supplies.
- Experience with methods and techniques of warehousing and taking inventory.
- Experience operating light trucks and other equipment used in moving furniture.
- Ability to bend, twist, reach, lift, push and pull as necessary.

- Ability to lift, push, carry, pull, move a variety of packages, in the Capitol, the Legislative Office Building, and throughout the State of California weighing up to 50 lbs.
- Communicates clearly and concisely.
- Establishes and maintains cooperative relationships.
- Work effectively under pressure.
- Valid California driver's license, practice safe driving procedures and favorable driving history.
- Ability to work additional hours based upon business needs.
- Ability to travel throughout the state of California.

Contact: Submit cover letter and resume to:
Human.Resources@asm.ca.gov.