



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Lackey

**Classification:** Office Assistant Temporary Full-time (35 hours/week)

**Posted:** May 3, 2023

**Hourly Rate:** \$17.00/hr

### **Position Description:**

Under the direction of the Member, Chief of Staff, and District Director, the Office Assistant Performs a variety of routine clerical office tasks and assists in maintaining records and files.

### **Duties and Responsibilities:**

- Collects, sorts, and distributes incoming and outgoing mail.
- Transcribes 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 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:** To apply, submit cover letter, resume and three references to Pamela.Balch@asm.ca.gov with the subject line "Office Assistant."