CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Kansen Chu, Capitol Office
Classification: Office Assistant
Posted: 6/15/16

Candidate must perform all administrative support functions. This position will support the daily office functions by: answering phones and directing callers to the appropriate party; collecting, sorting, and distributing mail; maintaining files and records; monitoring of the public email account; and typing letters, memos, reports, or other materials. Candidates must have the ability to manage multiple projects and work well in a team environment.

Contact: Please email resume, cover letter, and references to adriana.zerio@asm.ca.gov.

Final filing date: July 5th, 2016.