



Administrative Assistant Job Description

Seeking a well-rounded, experienced Administrative Professional to assist the firm's Legislative Advocates. We welcome candidates looking for stable employment in a fast-paced office.

Responsibilities

Administrative

- Perform general office duties, including answering phones, greeting visitors, and sorting/distributing mail.
- Maintain legislative bill files for both electronic and paper filing systems.
- Assist with updating the Legislative Advocates' calendars to reflect upcoming legislative hearings and/or meetings.
- Coordinate travel arrangements as needed.
- Schedule meetings with State Legislators, legislative staff, legislative committee consultants, and state agency staff for Legislative Advocates and clients.
- Assist the Office Manager with FPPC reporting as needed.
- Perform other duties as assigned.

Legislative

- Proofread, finalize, and send position letters to stakeholders, members of the State Legislature, and the Governor's office.
- Monitor client-specific priority legislation through the legislative process.
- Assist with tracking legislation through Capitol Track and print updated reports for Legislative Advocates.
- Assist with legislative research and analysis as directed.
- Assist Legislative Advocates with meeting materials as directed.
- Attend meetings and hearings when Legislative Advocates are unable to attend and provide written summaries.
- Perform other duties as assigned.

Qualifications

- Two years of work or internship experience in an office setting working with professionals.
- Exceptional written communication skills, including correspondence, spelling, and grammar, as well as strong verbal communication skills.
- Demonstrated ability to plan, coordinate, and follow through on assignments.
- Ability to manage multiple projects, multitask, and prioritize independently in a fast-paced environment.
- Proficiency in MS Office, including Outlook, Word, Excel, and PowerPoint, is a plus.
- Familiarity with and knowledge of the state legislative process is preferred.
- Ability to work overtime on limited occasions.

Details

- Job Type: Full-time, in person.
- Schedule: 9:00 am – 5:00 pm, Monday - Friday.
- Compensation: \$55,000 – \$75,000 per year, DOE.
- Excellent benefits package, paid holidays, and parking provided.
- Work Location: 1112 11th Street, Sacramento, CA 95814.
- **To Apply:** Please send a cover letter and resume to Roseanne Moreno at rmoreno@caladvocates.com