



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

- General office duties include 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, their 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.
- Cover meetings and hearings when Advocates are unable to attend and provide a written summary.
- Perform other duties as assigned.

Qualifications

- Two years of work or internship experience in an office setting working with professionals.
- Exceptional written (correspondence, spelling, grammar) and verbal communication skills.
- Demonstrated ability to exercise planning, coordinating, and follow-through skills.
- Capable of taking on various projects, multi-tasking, and prioritizing independently in a fast-paced environment.
- Proficiency in MS Office, including Outlook, Word, Excel, and PowerPoint, is a plus.
- Familiarity and knowledge of state legislative processes are 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: \$52,500 to \$70,000 BOE.
- Excellent benefits package and paid holidays.
- Work Location: 1112 11th Street, Sacramento, CA 95814.