

Staff Assistant

OFFICE of REPRESENTATIVE MIKE LEVIN (CA 49th Congressional District)

REPORTS TO: District Director

SUMMARY:

This position is responsible for managing the front desk and all administrative duties of a Congressional district office. The staff member in this role interacts regularly with constituents, responds to correspondence and verbal communications with constituents, and occasionally staffs the Member of Congress. This staff member may be located in the Oceanside or Dana Point office but may be required to travel on occasion to the other office.

ESSENTIAL JOB FUNCTIONS:

- Manages the front desk
- Collaborates with other district and Washington, D.C. Staff Assistants to log all incoming mail, telephone calls, and correspondence
- Tracks office supplies
- Assists with recruiting, interviewing, training, and management of district interns
- Oversees production and tracking of certificates and proclamations
- Screens phone calls and refers cases, when appropriate, to other district office
- Scans and sends invoices to DC office
- Maintains records of incoming grants, constituent recognition and thank you letters
- Meets attendance requirements as established by the office
- Maintains a good working relationship with the Congressman, staff, and constituents
- Performs other duties as assigned
- Takes initiative to identify needs and takes action to complete tasks required
- Knowledge of office policies, practices, and procedures

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills
- Familiarity with local, state, and federal agencies and departments
- Familiarity with issues and events in the district in which the Congressman is involved
- Proficiency with word processing and spreadsheets
- Professional telephone manner
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner
- Ability to perform the essential job functions above
- Ability to work cooperatively and courteously with others
- Thoroughness and careful attention to detail

To apply: Please send resume, cover letter, and three professional references to:

CA49.applications@mail.house.gov

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.