



Congresswoman Judy Chu

27th District

JOB OPENING: STAFF ASSISTANT

DESCRIPTION: Staff Assistant acts as the face of the Member/District Office when constituents visit the office. This position's primary responsibilities include answering phones, greeting constituents, sorting incoming mail, writing correspondence, supervising intern staff, and other duties as assigned. **Knowledge of the San Gabriel Valley and the 27th District is a plus, but not required.**

SKILLS AND KNOWLEDGE REQUIRED:

- Professional telephone manner;
- Excellent organizational skills with thoroughness and careful attention to detail;
- Works a flexible schedule including long hours, nights and weekends; and
- Knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state and federal agencies and departments
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner.
- Strong oral and written communication skills; **Bilingual ability in Mandarin is desirable.**
- Knowledge of office computer applications and equipments; in particular proficiency in Word Processing programs

DUTIES:

- Answers and screens telephone calls for the Member and other staff members and takes messages;
- Maintains the office answering machine or voice mail;
- Greets and screens visitors;
- Responds to constituent requests;
- Manages the Internship Program for District Office;
- Maintains handout literature regarding the district and the House;
- Performs general typing and administrative assignments;
- Performs other administrative and legislative duties as assigned.

Salary is commensurate with experience. Please submit your cover letter and resume to Becky Cheng, District Director via email Becky.Cheng@mail.house.gov or fax 626-304-0132. No phone inquiries please!