



## CONGRESSWOMAN LINDA T. SÁNCHEZ 38<sup>TH</sup> DISTRICT, CALIFORNIA

### JOB OPENING

#### **Staff Assistant District Office- Norwalk, CA**

The Office of Congresswoman Linda Sánchez is seeking to immediately fill a full-time job opening for an entry-level **Staff Assistant** based in her District Office- Norwalk, CA

#### **Position Description**

The *Staff Assistant* position is primarily charged with (but not limited to) answering phones, greeting constituents and visitors, sorting incoming mail, ordering supplies, writing correspondence, managing interns, and assisting the District Office staff with additional tasks. Successful candidates will possess strong communication skills, the ability to multitask, attention to detail, political instinct, the ability to prioritize in a fast-paced environment, work cooperatively and courteously with others and temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

*Caseworker:* Casework responsibilities involve assisting constituents of the 38<sup>th</sup> Congressional District resolve problems with federal agencies or find the appropriate state or local contact for non-federal issues. The candidate should be persistent and detail-orientated, and put a priority on facilitating resolutions and expediting priority requests. Knowledge of California state and federal government agencies and experience in customer service will be highly regarded.

#### **Minimum Qualifications/Education Required**

- Office/administrative experience
- Strong organizations skills; attention to detail.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- Strong communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Candidate must have a thorough understanding of government agencies and structure (county, state, and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.
- Candidate should have graduated from an accredited four-year college or university with a bachelor's degree.
- Salary will depend on the experience of the applicant. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

#### **To Apply**

Interested applicants should e-mail résumé (including salary history) and cover letter to [CA38Jobs@mail.house.gov](mailto:CA38Jobs@mail.house.gov). Please indicate in the title of the position you are applying for in the subject line. No phone calls or walk-ins accepted.