



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

**JOB OPENING**

**CASEWORKER SUPERVISOR**  
**District Office- Cerritos, CA**

The Office of Congresswoman Linda Sánchez is seeking to immediately fill a full-time job opening for a **Caseworker Supervisor** based in her District Office.

**Position Description**

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**

- Prefer minimum 2 years of experience working directly with the community at large or customer service. Supervisorial experience preferred.
- Strong communication, written, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- 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.
- Candidates should expect weekend, some holidays, and after-hours assignments.
- 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), cover letters, and writing sample 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.