



CONGRESSMAN XAVIER BECERRA
31^{VP} DISTRICT, CALIFORNIA

JOB OPENING

Staff Assistant
District Office
Los Angeles, California

DUTIES INCLUDE:

As the primary administrative staff member in the District Office, Staff Assistant duties include (but are not limited to): answer phones; handle mail and faxes; greet and direct visitors; maintain order & efficiency of front and back offices; order supplies; organize office files; coordinate with the Capitol Office to arrange tour and flag requests; coordinate vendor service needs; research the status of some legislation; draft some correspondence; assist the District Director and all District Office staff with additional tasks, as needed. In the absence of the District Scheduler, the staff assistant will serve as back-up and help facilitate any scheduling requests.

Casework duties include (but are not limited to): Assist constituents with their individual cases pertaining to federal agencies. Help constituents to obtain timely consideration and cut through red tape. As the "front-line" caseworker, help constituents with non-federal questions to find appropriate resources.

EXPERIENCE REQUIRED:

Prefer some experience working directly with the community. Solid interpersonal, writing and organizational skills are essential. The successful applicant will be a team player, have a positive attitude and the ability to work and set priorities in a fast-paced environment. Spanish language skills considered a plus.

TO APPLY: Please fax or email cover letter and resume to:

Office of Congressman Xavier Becerra
1100 N. Main St., Suite 400
Los Angeles, CA 90012

Fax: (213) 488-1421

Email: Resume.California@mail.house.gov