



JOB ANNOUNCEMENT

Staff Assistant
Congressman Ted Lieu (CA-33)
Los Angeles, California

March 21, 2017

Congressman Ted Lieu has an immediate opening for a Staff Assistant in his Los Angeles District Office. Primary responsibilities include answering phones, maintaining the front office, assisting with various administrative and legislative duties and aiding constituents with federal casework. The Staff Assistant will greet constituents, ensures that constituent requests for assistance are directed to the appropriate staff member in a timely manner and will assist district staff to ensure the proper execution of events and programs in the district.

The successful applicant must have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Strong writing and verbal communications skills are essential. A valid California Driver License and automobile are required. Bilingual skills are a plus.

The position is full-time with federal benefits. Congressman Lieu's primary district office is located in Central Los Angeles.

If interested, please send a resume, cover letter, and two short writing samples no later than April 12, 2017 to:

NICOLAS RODRIQUEZ
District Director
Congressman Ted Lieu (CA-33)
5055 Wilshire Blvd., Suite 310
Los Angeles, CA 90036
Lieu.Staff@mail.house.gov