



U. S. Representative Grace Napolitano  
32<sup>nd</sup> District, California

Employment Opportunity  
Position: Staff Assistant/Systems Administrator

The Office of Congresswoman Grace F. Napolitano is seeking to fill a full-time job opening for a **Staff Assistant/System Administrator** in the El Monte, CA District office

**Position Description:**

The ideal candidate will be responsible for the day-to-day administrative operations of the office and some casework duties, which include (but not limited to):

- Attending to constituent requests for assistance with tours, flags and other information
- Resolving individual cases with various federal agencies, such as the U.S. Citizenship and Immigration Services (USCIS), Social Security, and Internal Revenue Service (IRS).
- Providing general administrative support to the District Director, Deputy Director, and staff
- Greeting constituents and answering incoming calls
- Sorting correspondence
- Coordinate constituents tour requests
- Maintaining inventory/office supplies
- Serving as a system administrator, who manages office equipment and computer systems
- Maintaining office databases/files

**Qualifications:**

- Candidate must be a self-starter and have strong organizational skills
- Excellent verbal and written communication skills
- Thoroughness and careful attention to detail
- Possess a genuine commitment to serve the community
- Ability to exercise discretion and independent judgment
- Excellent interpersonal skills and customer service skills
- Ability to work well under pressure
- Good computer skills, including experience with Microsoft Word, Excel and Outlook
- Bilingual skills exp. Mandarin or Cantonese and, or Spanish is desired
- Ability to work weekends, evenings and holidays, if necessary

This position is an entry-level opportunity for someone interested in the operations of a Congressional office. Salary will be based on experience and will reflect the nature of the position. Employees will receive health insurance, retirement benefits and other federal employee benefits.

**To Apply:**

Please email a cover letter, resume and writing sample to:

Perla H. Trumkul, District Director, at [perla.hernandez@mail.house.gov](mailto:perla.hernandez@mail.house.gov)

**No calls, please**