



# Congresswoman Judy Chu

## *27<sup>th</sup> District*

### JOB OPENING: STAFF ASSISTANT

**DESCRIPTION:** Staff Assistant acts as the face of the Member/District Office when constituents visit the office. This position's primary responsibilities include answering phones, greeting constituents, sorting incoming mail, writing correspondence, supervising intern staff, and other duties as assigned. **Knowledge of the San Gabriel Valley and the 27<sup>th</sup> District is a plus, but not required.**

### SKILLS AND KNOWLEDGE REQUIRED:

- Professional telephone manner;
- Excellent organizational and proofreading skills;
- Thoroughness and careful attention to detail;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state and federal agencies and departments
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner.
- Ability to work cooperatively and courteously with others;
- Strong oral and written communication skills; **Bilingual ability in Mandarin is desirable.**
- Accepts performance based criticism and direction; and
- Knowledge of office computer applications and equipments; in particular proficiency in Word Processing programs

### DUTIES:

- Answers and screens telephone calls for the Member and other staff members and takes messages;
- Maintains the office answering machine or voice mail;
- Greets and screens visitors;
- Writes down visitor opinions, including full name, address, and all relevant information;
- Assists persons who have appointments with the Member or other staff members. Works closely with the Member's Scheduler to ensure that the Member's appointments are on time and that the Scheduler is aware of the visitors' arrival;
- Responds to constituent requests for flags, tours and other information;
- Manages the Internship Program for District Office;
- Maintains handout literature regarding the district and the House;
- Ensures that requests for assistance are directed to the appropriate staff member in a timely manner;

- Logs in mail; signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely manner;
- Performs general typing and administrative assignments;
- Sends, receives, and distributes materials via the facsimile machine; and
- Performs other administrative and legislative duties as assigned.

**Salary is commensurate with experience. Please submit your cover letter and resume to Becky Cheng, District Director via email [Becky.Cheng@mail.house.gov](mailto:Becky.Cheng@mail.house.gov) or fax 626-304-0132. No phone inquiries please!**