

JUDY CHU, Ph.D.
27TH DISTRICT, CALIFORNIA

**COMMITTEE ON
WAYS AND MEANS**
SUBCOMMITTEE ON
HEALTH

SUBCOMMITTEE ON
WORKER AND FAMILY SUPPORT

SUBCOMMITTEE ON
OVERSIGHT

**COMMITTEE ON
SMALL BUSINESS**

CHAIR, SUBCOMMITTEE ON
INVESTIGATIONS, OVERSIGHT, AND REGULATIONS

SUBCOMMITTEE ON
CONTRACTING AND THE WORKFORCE



Congress of the United States
House of Representatives
Washington, DC 20515

WASHINGTON OFFICE:

2423 Rayburn House Office Building
Washington, DC 20515
(202) 225-5464
(202) 225-5467 (Fax)

PASADENA DISTRICT OFFICE:

527 South Lake Avenue, Suite 250
Pasadena, CA 91101
(626) 304-0110
(626) 304-0132 (Fax)

JOB OPENING: STAFF ASSISTANT

DESCRIPTION: Staff Assistant acts as the face for 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 office interns, and other duties as assigned. **Knowledge of the San Gabriel Valley and the 27th District is a plus, but not required.**

DUTIES:

- Answers and logs incoming phone calls, conducts casework intake, greets office visitors
- Manages and tracks all incoming and outgoing mail to include timely submission of monthly reports. Signs for deliveries and forwards materials to appropriate staff member
- Maintains the office answering machine or voice mail
- Assists with district outreach efforts including casework, as well as drafting and preparing of certificates and letters
- Maintains organized filing system of newsletters, brochures, and reports
- Manages office supply requisitions and inventory lists
- Assumes responsibility for overall office appearance and layout
- Supervises the District Office intern program to include recruitment, training, and management
- Assists with planning, organizing, and executing district outreach efforts.
- Assists persons who have appointments with the Member or other staff Members and works closely with the Member's Scheduler to ensure that appointments are on time
- Performs other administrative duties as assigned

SKILLS AND KNOWLEDGE REQUIRED:

- Bachelor's Degree (B.A.) 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
- Knowledge of legislative process and of House organization and procedures
- Knowledge of local, state and federal agencies and departments

- Ability 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
- Knowledge of office computer applications and equipment, in particular proficiency in Word Processing programs

Salary is commensurate with experience. Please submit your cover letter and resume to Becky Cheng, Deputy Chief of Staff-Operations via Becky.Cheng@mail.house.gov or fax 626-304-0132. No phone inquiries please.