

CAPITOL BUILDING SENATE SPECIAL SERVICES

JOB DESCRIPTION

BASIC FUNCTIONS:

Senate Special Services employees support the Senate in its daily operational and logistical needs as it relates to Senate Members and staff, messenger deliveries which includes inter-office mail distribution and related other related services.

DUTIES:

Senate Special Services Employees will:

- Serve as building messengers which includes pick-up and delivery of inter-office mail
- Pick-up and deliver Senate property
- Drive a variety of vehicles (cars, vans, trucks and forklifts) and provide general automotive maintenance
- Perform duties related to hearing and event set up, including audio and visual equipment
- Set up and breakdown of chairs and tables
- Coordinate furniture and office moves
- Provide ground transportation for Senate members

MINIMUM POSITION QUALIFICATIONS:

- Graduation from high school or completion of an acceptable General Education Development (GED) Test
- Possess a valid California Driver License, a clean driving record and current automobile insurance
- Must be at least 21 years of age
- Be a United States citizen or other authorized resident
- Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification
- Understand and follow written and verbal directions
- Able to work independently
- Ability to bend, lift, reach and twist as necessary to complete tasks
- Ability to squat, crawl and kneel to complete tasks
- Move a variety of packages weighing up to 55 lbs.
- Available to work rotating shifts and extended hours as necessary
- May be required to travel statewide on short notice

DESIRABLE POSITION QUALIFICATIONS:

- High level of integrity
- Workplace safety conscious
- Excellent communication skills
- Customer service oriented
- Demonstrate reliability and flexibility

ADDITIONAL SKILLS:

- General working knowledge of tools
- Basic carpentry and assembly of furniture

PAY RANGE:

\$2792.00 - \$3572.00 per month

FILING DATE:

Applications must be received by Friday, November 21, 2014

Submit Resume and Cover Letter to:

Debbie Manning, Chief Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814