



# Congresswoman Lucille Roybal-Allard

40<sup>th</sup> District, California

JOB ANNOUNCEMENTS

August 22, 2014

Congresswoman Lucille Roybal-Allard is seeking energetic and talented individuals with a genuine commitment to public service for the following positions in her District Office in the city of Commerce.

**Field Deputy:** The Field Deputy serves as the congresswoman's liaison with constituents, community groups, government agencies, elected officials, and the public at large; monitors several issues; plans, organizes and assists colleagues with public events; implements proactive constituent outreach programs; staffs and/or represents the congresswoman at events; and prepares the congresswoman for her scheduled events and meetings.

**This position may require work hours beyond the normal 8-hour work day and may also include work on weekends and holidays. Familiarity with education issues is considered a plus.**

**Staff Assistant/Caseworker:** As the primary administrative staff member in the District Office, Staff Assistant duties include: answer phones; handle mail and faxes; greet and direct visitors; maintain order & efficiency of front and back offices; order supplies; organize office files; coordinate with the Capitol Office to arrange tour and flag requests; coordinate vendor service needs; draft correspondence; assist the District Office staff with additional tasks, as needed. In the absence of the District Scheduler, the staff assistant will serve as back-up and help facilitate any scheduling requests.

Casework duties include: Assist constituents with their individual cases pertaining to federal agencies. Help constituents to obtain timely consideration and cut through red tape. As the "front-line" caseworker, help constituents with nonfederal questions to find appropriate resources.

**Qualifications for both positions:** Bachelor's degree preferred; excellent written and verbal communication skills; professional appearance and attitude; strong computer skills; ability to work and set priorities in a fast-paced and challenging environment; work well under pressure; ability to work independently and as a team member; manage multiple tasks simultaneously and meet deadlines; demonstrate common sense in solving assigned problems; have good people skills, a positive attitude; and be flexible. Attention to detail and accuracy is essential. Knowledge of politics and the political process is helpful. Prior experience with event planning and working directly with the community at large is considered a plus. Salary will be commensurate with experience and salary history. **Bilingual skills (English and Spanish) are required for both positions.**

**To apply:** All interested individuals should email or fax a cover letter, resume (including salary history) and writing samples (English and Spanish) to: [CA40Resumes@mail.house.gov](mailto:CA40Resumes@mail.house.gov) or fax (323) 721-8789. No phone calls please.

Representing the communities of Bell, Bell Gardens, Commerce, Cudahy, Downey, East Los Angeles, Florence-Graham, Huntington Park, Maywood, Paramount, South Los Angeles, Vernon and portions of Bellflower and Walnut Park