

**STATE BOARD OF EQUALIZATION
FOURTH DISTRICT BOARD MEMBER OFFICE
MONTEREY PARK, LOS ANGELES COUNTY**

EMPLOYMENT OPPORTUNITIES

Executive Assistant to the Board Member

State Board of Equalization Chair Judy Chu (4th District, Los Angeles County) is seeking a detail-oriented individual to coordinate office communications, handle constituent inquiries and casework, prepare official correspondence, and manage scheduling requests for the Board Chair. Assist in prioritizing and processing requests for speaking engagements, invitations to community events, and meetings with government and business officials. Serve as liaison to community groups. Must possess clear judgment, strong communication and organizational skills, and have the ability to efficiently work and set priorities in a fast-paced environment. Superior computer skills and proficiency in Microsoft Office required. Bilingual preferred. Civil service eligibility required. Position located in Monterey Park, CA. Salary \$2817 to \$4446 monthly, DOQ. Email Steve.Shea@boe.ca.gov.

Community Affairs Deputy

State Board of Equalization Chair Judy Chu (4th District, Los Angeles County) is seeking a dynamic, highly motivated individual to organize and execute community outreach and networking events including small business, non-profit, women's and other issue-specific educational seminars and events. Act as liaison with local governments, non-profit and community organizations, interest groups and private sector businesses. Staff Board Chair at speaking engagements and community events. Must possess ability to be a self-starter, function effectively as part of a team, and manage multiple tasks in a proficient manner. Strong interpersonal, networking and communication skills required. Solid writing and computer skills are a must. Staffing experience and a demonstrated interest in public service working directly for an elected official preferred. Extended and irregular hours of work as necessary are required. Bilingual preferred. Civil service eligibility required. Position located in Monterey Park, CA. Salary \$2817 to \$5831 monthly, DOQ. Email Steve.Shea@boe.ca.gov.