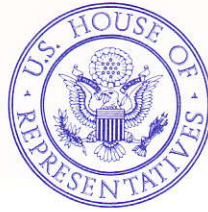


APPROPRIATIONS COMMITTEE  
SUBCOMMITTEE ON  
STATE, FOREIGN OPERATIONS, AND RELATED  
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AND INTELLECTUAL PROPERTY  
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SUBCOMMITTEE ON TERRORISM, HUMAN  
INTELLIGENCE, ANALYSIS AND  
COUNTERINTELLIGENCE  
SUBCOMMITTEE ON  
OVERSIGHT AND INVESTIGATIONS



**ADAM B. SCHIFF**  
29TH DISTRICT, CALIFORNIA

WASHINGTON OFFICE:  
 326 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
(202) 225-4176  
FAX: (202) 225-5828

DISTRICT OFFICE:  
 87 NORTH RAYMOND AVENUE  
SUITE 800  
PASADENA, CA 91103  
(626) 304-2727  
FAX: (626) 304-0572

E-MAIL VIA WEB ADDRESS AT:  
[www.house.gov/schiff](http://www.house.gov/schiff)

Congressman Adam Schiff's Pasadena District Office has an immediate opening for a:

### **DISTRICT REPRESENTATIVE**

Congressman Adam Schiff is seeking an energetic, community-oriented individual for the position of District Representative. The District Representative will act as a liaison between constituent groups and Congressman Schiff, in addition to initiating community outreach projects and district events. The District Representative will respond to in-person, written and telephone inquiries from constituents, as well as make legislative and ceremonial presentations on behalf of Congressman Schiff. The District Representative will be expected to assist with all office responsibilities, including filing, answering phones, computer input and administrative tasks.

#### **Necessary qualifications:**

- **Mandarin language skills**
- Familiarity with the 29<sup>th</sup> Congressional District, community leaders and issues
- Strong public speaking skills
- Flexible schedule; the ability to attend early morning, evening and weekend events
- The ability to handle difficult situations with courtesy, tact and compassion
- Strong writing skills
- Problem solving abilities
- The ability to exercise a high degree of initiative
- The ability to work independently and use good judgment
- The ability to maintain confidentiality
- Knowledge of personal computers

#### **PLEASE SEND COVER LETTER AND RESUME TO:**

Ann Peifer, District Director  
Congressman Adam B. Schiff  
87 N. Raymond Ave., Suite 800  
Pasadena, CA 91103  
(626) 304-2727  
(626) 304-0572 FAX  
[ann.peifer@mail.house.gov](mailto:ann.peifer@mail.house.gov)

12/1/2010