

CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT/SCHEDULER  
OFFICE OF SENATOR JEAN FULLER

**BASIC FUNCTIONS:**

Under the supervision of the Chief of Staff, the Executive Assistant /Scheduler will serve in the Capitol office as a full-time scheduler. Responsibilities include scheduling for the Senator and select staff, greeting visitors, answering the telephone, ordering supplies, and general support functions. Applicants must be highly detailed, organized, proficient with Microsoft Office and PC's, and be able to work in a fast-paced, professional environment.

**DUTIES:**

The Scheduler will manage a highly complex and dynamic calendar, make travel arrangements, and schedule Capitol meetings for the Senator. Punctuality is required. The Executive Assistant must maintain hours Monday through Friday from 9:00am to 5:00pm in addition to working a flexible schedule, as needed.

**EDUCATION:**

High school diploma required. Bachelor's degree preferred.

**POSITION QUALIFICATIONS:**

Ideal candidates will have significant experience working in a fast-paced administrative capacity, and will work well in a team environment. Candidates should have an understanding of the district, the legislature, constituent services, and strong oral and interpersonal communication skills.

**SALARY & FILING DATE:**

Salary starts at \$3,368 per month. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:**

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