

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT / SCHEDULER
OFFICE OF SENATOR NIELSEN**

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, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions. Applicants must be 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 district and Capitol meetings for the Senator. Punctuality is required. The Executive Assistant must maintain hours Monday through Friday from 9:00 AM to 5:00 PM in addition to working a flexible schedule, as needed.

POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced administrative capacity. Candidates should have an understanding of the legislature, experience scheduling and strong interpersonal communication skills. Minimum 10 years' experience as Executive Assistant/Scheduler for a Legislator, or as an Executive Assistant to CEO, President or other senior manager in private sector.

SALARY AND FINAL FILING DATE:

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

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT

APPLICATION TO:

David Reade, Chief of Staff
David.Reade@sen.ca.gov
State Capitol, Room 2068
Sacramento, CA 95814