

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

BASIC RESPONSIBILITIES:

Under the supervision of the Chief of Staff, the Executive Assistant will serve in the Capitol office as a full-time scheduler. Responsibilities include district, Capitol, Appropriations Committee, and travel scheduling for the Senator, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions.

DUTIES AND ATTRIBUTES:

The Scheduler will manage a highly complex and dynamic calendar and make travel arrangements when necessary. Punctuality is required: the Scheduler will maintain hours Monday through Friday from 9:00 AM to 5:00 PM in addition to working a flexible work schedule as needed. The Scheduler must also provide excellent customer service and communicate respectfully and effectively with colleagues, constituents, government agencies, community-based organizations, and elected officials.

POSITION QUALIFICATIONS:

Ideal candidates will have great organizational skills and experience working in a fast-paced and professional administrative capacity. Candidates should have an understanding of the legislature, the legislative calendar, constituent services, strong oral and interpersonal communication skills, and proficiency with Microsoft Office. A minimum two years' experience scheduling for a Legislator is preferred.

SALARY AND FINAL FILING DATE:

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

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

Megan Baier, Acting Chief of Staff at Megan.Baier@sen.ca.gov