

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
SCHEDULER/EXECUTIVE ASSISTANT
OFFICE OF SENATOR MENDOZA
(CAPITOL OFFICE)**

BASIC RESPONSIBILITIES:

Serve in the Capitol office as a full-time Scheduler and office manager. Responsibilities include scheduling for the Senator, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions.

DUTIES AND ATTRIBUTES:

Candidates must be effective communicator with colleagues, constituents, government agencies, community-based organizations, and elected officials. Punctuality is required: the Scheduler must maintain hours Monday through Friday from 9:00 AM to 5:00 PM. The ability to work in a fast-paced, professional environment and provide excellent customer service is essential.

POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced administrative capacity and a proficiency in Microsoft Office. Candidates should have an understanding of the legislature, constituent services, and strong oral and interpersonal communication skills. Previous administrative, legislative, and/or customer service experience is preferred.

SALARY AND FINAL FILING DATE:

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

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

Eusevio Padilla
State Capitol, Room 5061
Sacramento, CA 95814
Eusevio.Padilla@sen.ca.gov