

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT/SCHEDULER
OFFICE OF SENATOR HANNAH-BETH JACKSON
CAPITOL OFFICE**

BASIC RESPONSIBILITIES:

Under the supervision of the chief of staff, the scheduler will serve in the Capitol office full-time. Responsibilities include district and Capitol scheduling, travel scheduling for the Senator, managing meetings and activities, greeting visitors, and other support functions. The scheduler will also process payments, track member gifts and file the Legislator's FPPC reports annually.

DUTIES AND ATTRIBUTES:

The scheduler will manage a highly complex and dynamic calendar and make travel arrangements when necessary. The scheduler must be highly organized and have a strong attention to detail; flexible and respectful of confidentiality; and communicate 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, 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:

Lisa Gardiner, chief of staff to Senator Hannah-Beth Jackson, lisa.gardiner@sen.ca.gov
No phone calls please.