

**CALIFORNIA STATE SENATE
OFFICE OF SENATOR BOB HUFF
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
(CAPITOL OFFICE)**

BASIC RESPONSIBILITIES: Serve in the Capitol Office as full-time Scheduler and Office Manager. Responsibilities include scheduling for the Senator, greeting visitors, answering the telephone, managing incoming mail, ordering resolutions, ordering supplies and general support functions.

DUTIES AND ATTRIBUTES:

- Effective communicator with colleagues, constituents, government agencies, community-based organizations and elected officials.
- Must have great organizational skills and be detail oriented.
- Knowledge of the legislative system and calendar.
- Ability to work in a fast-paced, professional environment.
- Previous administrative and/or customer service experience.
- Punctuality is required: maintain hours Monday-Friday from 9:00am to 5:00 pm.
- Proficient with Microsoft Office and PCs.
- Legislative experience is preferred.

POSITION QUALIFICATIONS: Ideal candidates will have experience working in a fast-paced administrative capacity. Candidates should have an understanding of the Legislature, constituent services, and strong oral and interpersonal communication skills.

PAY RANGE AND FILING DATE: Salary (\$3238-\$4782) is dependent on qualifications and job classification limits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME AND SENATE APPLICATION TO:

Junay Gardner, Chief of Staff
Office of Senator Bob Huff
State Capitol, Room 4090
Sacramento, CA 95814
Junay.Gardner@sen.ca.gov