

**CALIFORNIA STATE SENATE
OFFICE OF SENATOR SHARON RUNNER
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 supplies, and general support functions.

DUTIES AND ATTRIBUTES:

- Effective communicator with colleagues, constituents, government agencies, community-based organizations, and elected officials.
- Great organizational skills and 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 through Friday from 9:00 AM to 5:00 PM.
- Proficient with Microsoft Office and PC's.
- 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 EMPLOYMENT APPLICATION TO:

Brett Michelin, Chief of Staff
Office of Senator Sharon Runner
State Capitol
Sacramento, CA 95814
Brett.Michelin@sen.ca.gov