

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

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff, the Executive Assistant will serve in the Capitol office as a full-time scheduler. Responsibilities include all scheduling for the Senator, maintaining the Senator's FPPC form 700 and behest filing, maintaining and processing of the Senator's office holder account, processing of monthly staff attendance, as well as direct supervision of the Office Assistant. Applicants must be organized, proficient with Microsoft Office and PC's, and be able to work in a fast-paced, professional environment.

DUTIES:

The Executive Assistant will manage a highly complex and dynamic calendar, make travel arrangements, and schedule district and Capitol meetings for the Senator. Punctuality is required, in addition to working a flexible schedule, as needed. Strong oral and written communication skills are a must.

POSITION QUALIFICATIONS:

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

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, REFERENCES AND SENATE EMPLOYMENT APPLICATION TO:

Elizabeth Fenton, Chief of Staff
State Capitol, Room 5108
Sacramento, CA 95814
Elizabeth.fenton@sen.ca.gov