

CALIFORNIA STATE SENATE

JOB ANNOUNCEMENT

EXECUTIVE ASSISTANT

BASIC FUNCTIONS: Under the direct supervision of the Chief of Staff, the Executive Assistant is responsible for scheduling the members meetings as well as front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others for this full-time position.

DUTIES & ATTRIBUTES:

- Scheduling
- Answer multiple phone calls
- Process resolutions
- Sort mail
- Assist with processing letters and other general office tasks
- Work well in a team environment
- Complete tasks or projects under deadlines
- Communicate clearly and concisely
- Work beyond regular hours during late night sessions

EDUCATION:

- High school diploma required. Bachelor's degree preferred.

DESIRABLE POSITION QUALIFICATIONS:

- Familiarity with legislative culture and protocol

PAY RANGE & FILING DATE:

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

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Rob Charles, Chief of Staff

State Capitol, Room 2080

Sacramento, CA 95814

rob.charles@sen.ca.gov

(916) 651-4022 P

(916) 651-4922 F