

CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT/SCHEDULER
SENATE SERGEANT-AT-ARMS

BASIC FUNCTIONS:

Under the direct supervision of the Chief Senate Sergeant at Arms, the Deputy Chief Senate Sergeant at Arms, and the Assistant to the Chief Senate Sergeant at Arms, the Executive Assistant/Scheduler will have the primary responsibility for front desk operations and will handle a wide range of administrative and executive support-related tasks. The Executive Assistant will be able to work independently while managing an exceptionally active calendar of appointments, complete expense reports, compose and prepare confidential correspondence and schedule the day to day operations of the Senate Sergeant at Arms staff in a high energy, fast paced environment.

DUTIES:

The Executive Assistant will provide general support to the Assistant to the Chief Sergeant at Arms, schedule all Senate Committee Hearing Rooms, the Maddy Lounge, and the Senate Chamber, answer phone calls, reply to emails, and interact with Members, staff, and visitors to the Capitol, and prepare documentation for Senate Accounting. Duties also include managing the calendar for Sergeant's staff, maintaining office equipment, restocking inventory of office supplies and sending the monthly departmental attendance to Senate Human Resources. The Executive Assistant must also attend monthly Capitol Building Emergency Plan (CBEP) meetings; record and prepare minutes of the meetings for distribution to all Capitol Building agencies involved in CBEP.

POSITION QUALIFICATIONS:

Candidates must be at least 18 years of age and a United States citizen or other authorized resident. Candidates must also possess a High School Diploma or satisfactory completion of an acceptable General Education Development (GED) Test, a valid California Driver License or Identification Card, and pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification. Ideal candidates will have at least 5 years of Capitol administrative experience, be familiar with the Legislative Calendar and Capitol Building culture and protocols, use sound judgment under pressure, and possess a high level of professionalism and excellent communication skills. All interested candidates must be able to work irregular hours and holidays.

PAY RANGE & FILING DATE:

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

SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION TO:

Senate Sergeant-At-Arms Office
State Capitol, Room 3030
Sacramento, CA 95814