

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT/DISTRICT SCHEDULER  
OFFICE OF SENATOR ANDY VIDAK**

**BASIC FUNCTIONS:**

Under the supervision of the Chief of Staff and District Director, the Office Assistant/District Scheduler will serve in the Fresno District Office. Primary responsibilities include handling all logistics of scheduling district events/meetings for the Senator as well as occasionally representing the Senator at various district events/meetings and working on constituent cases. Applicants must be highly detailed, organized, proficient with Microsoft Office and PC's, and be able to work in a professional environment.

**DUTIES:**

The Office Assistant/District Scheduler will manage all aspects of the district calendar which includes short- and long-term proactive planning to ensure a workable and effective district schedule for the Senator. Punctuality, reliability and consistent follow-through are required.

**EDUCATION:**

High school diploma required. Bachelor's degree preferred.

**POSITION QUALIFICATIONS:**

Ideal candidates will have significant scheduling experience (at least 1 to 3 years) working in a fast-paced team environment. Candidates should have an understanding of the district, the legislature, constituent services, and strong oral and interpersonal communication skills.

**SALARY & FILING DATE:**

Salary starts at \$2,454 per month. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER and RESUME TO:**

[jim.kjol@sen.ca.gov](mailto:jim.kjol@sen.ca.gov)