

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT / SCHEDULER  
OFFICE OF THE PRO TEM**

**BASIC FUNCTIONS:**

Under the supervision of the Chief of Staff, the Executive Assistant /Scheduler will serve in the Capitol office as a full-time scheduler. Responsibilities include scheduling for the Senator and Chief of Staff, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions. Applicants must be organized, proficient with Microsoft Office and PC's, and be able to work in a fast-paced, professional environment

**DUTIES:**

The Scheduler will manage a highly complex and dynamic calendar, make travel arrangements, and schedule district and Capitol meetings for the Senator and Chief of Staff. Punctuality is required. The Executive Assistant must maintain hours Monday through Friday from 9:00 AM to 5:00 PM in addition to working a flexible schedule, as needed.

**POSITION QUALIFICATIONS:**

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

**SALARY AND FINAL FILING DATE:**

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

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT  
APPLICATION TO:**

Senate Human Resources  
ATTN: Dan Reeves  
1020 N Street, Legislative Office Building, Room 571  
Sacramento, CA. 95814