

**CALIFORNIA STATE SENATE
OFFICE OF SENATOR JERRY HILL
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT/SCHEDULER
(CAPITOL OFFICE)**

BASIC RESPONSIBILITIES: Serve in the Capitol Office as full-time Scheduler and office manager. Responsibilities include scheduling for the Senator (capitol and district), greeting visitors, answering the telephone, managing incoming mail, ordering supplies and resolutions, and general support functions.

DUTIES AND ATTRIBUTES:

- Effective communicator with colleagues, constituents, government agencies, community-based organizations, private sector and elected officials.
- Great organizational skills and detail oriented.
- Knowledge of the legislative system and calendar.
- Ability to work in a fast-paced, professional environment.
- Previous administrative and/or customer service experience.
- Punctuality is required: maintain hours Monday through Friday from 9:00 AM to 5:00 PM.
- Proficient with Microsoft Office and PC's.
- Legislative experience is preferred.

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

SALARY AND FINAL FILING DATE: The starting pay is \$3238 and is dependent on qualifications and job classification limits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME AND SENATE EMPLOYMENT APPLICATION TO:

Nate Solov

nate.solov@sen.ca.gov

916-651-4238