

**CALIFORNIA STATE SENATE
OFFICE OF SENATOR PAN
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
(CAPITOL OFFICE)**

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

DUTIES AND ATTRIBUTES:

- Effective communicator with colleagues, constituents, government agencies, community-based organizations, 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.
- Provide excellent customer service.

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:

Salary starts at \$3,368 per month.

FILING DATE:

Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME AND SENATE EMPLOYMENT APPLICATION TO:

Elissa Ouchida
Office of Senator Pan
State Capitol Room 4070
Sacramento, CA 95814
Elissa.Ouchida@sen.ca.gov