

SENATE SERGEANT AT ARMS OFFICE EXECUTIVE ASSISTANT
JOB DESCRIPTION

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 Office Assistant 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:

- 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
- Prepare documentation for Senate Accounting
- Input of monthly departmental attendance to Senate Human Resources
- Manage calendar for Sergeant's staff
- Maintain office equipment and restock inventory of office supplies
- 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
- Provide support to the Assistant to the Chief Sergeant at Arms

POSITION QUALIFICATIONS:

- Must be at least 18 years of age
- Must possess a High School Diploma or satisfactory completion of an acceptable General Education Development (GED) Test
- Must possess a valid California Driver License or Identification Card
- Must be a United States citizen or other authorized resident
- Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification
- Must have at least 5 years of Capitol administrative experience
- Familiar with the Legislative Calendar and Capitol Building culture and protocols
- Possess a high level of professionalism along with strong organizational skills
- Possess excellent communication skills, use sound judgment under pressure; ability to respond quickly and appropriately in a fast paced environment
- Must be able to work irregular hours and holidays

PAY RANGE & FILING DATE:

Salary starts at 3,368 per month. Applications must be received by 12:00 pm, March 25th, 2016

Submit Cover Letter, Resume and Senate Application to:

Erica Lujano, Assistant to the Chief Senate Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814