

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT / SCHEDULER
OFFICE OF SENATOR BILL DODD**

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, greeting and interacting with 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, track reporting items, provide general office management, oversee reception, and schedule district and Capitol meetings for the Senator. Punctuality, poise, and attention to detail 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:

This is not an entry-level position, prior scheduling experience is required. 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 schedule starts at \$3,536 per month. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT

APPLICATION TO:

Ezrah Chaaban, Chief of Staff
State Capitol, Room 4032
Sacramento, CA 95814
ezrah.chaaban@sen.ca.gov