

SENATE SERGEANT AT ARMS OFFICE
EXECUTIVE ASSISTANT
JOB ANNOUNCEMENT

BASIC FUNCTIONS:

Under the direct supervision of the Chief Senate Sergeant at Arms and Deputy Chief Senate Sergeant at Arms, the Executive Assistant will have the primary responsibility for front desk operations and will carry out a wide range of administrative and executive support-related tasks. The Executive Assistant works 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:

The Executive Assistant will perform various office duties, such as answer phone calls, maintain office equipment and supplies, scheduling Senate Committee Hearing Rooms, manage the calendar for Sergeant's staff, and provide support to the Assistant to the Chief Sergeant at Arms. Candidates must be willing to work irregular hours and holidays.

POSITION QUALIFICATIONS:

Ideal candidates must have 5 years of Capitol administrative experience, exhibit a high level of professionalism, strong organizational skills, possess excellent communication skills, and use sound judgment under pressure. Possess valid California Driver License, be at least 18 year of age, possess a high school diploma, and pass a background check.

PAY RANGE & FILING DATE:

Salary starts at \$ 3536 per month.

Submit Cover Letter, Resume and Senate Application to:

Senate Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814