

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT / SCHEDULER
OFFICE OF SENATOR CABALLERO
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff, the Administrative 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 Administrative Assistant/Scheduler will manage a highly complex and dynamic calendar, make travel arrangements, track reporting items, provide office management, and schedule district and Capitol meetings for the Senator. Punctuality, poise, and attention to detail are required. The Administrative Assistant must maintain hours Monday through Friday from 9:00 AM to 5:00 PM in addition to working a flexible schedule, as needed.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree or equivalent professional 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.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

LOCATION, SALARY AND FILING DATE:

This position will be located in Sacramento, CA

Salary starts at \$5,072 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until position is filled.

BENEFITS:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION VIA EMAIL TO:

Luis A. Quinonez, Chief of Staff

Office of Senator Anna M. Caballero

Luis.Quinonez@sen.ca.gov

The Senate application form is available through the Senate job webpage:

www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted 07/27/2022