

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

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 RESPONSIBILITIES:**

Under the supervision of the chief of staff, the Executive Assistant/Scheduler will serve in the Capitol office full-time. Responsibilities include district and Capitol scheduling, arranging travel for the Senator, coordinating with District staff on district scheduling, processing member's resolutions, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and other general support functions. The Executive Assistant/Scheduler will also process travel reimbursements, track member gifts and file the Legislator's FPPC reports annually.

**DUTIES AND ATTRIBUTES:**

The Executive Assistant/Scheduler will manage a highly complex and dynamic calendar and make travel arrangements when necessary. The Executive Assistant/Scheduler must be highly organized and have a strong attention to detail; flexible and respectful of confidentiality; and communicate effectively with colleagues, constituents, government agencies, community-based organizations, and elected officials. Punctuality 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:**

Ideal candidates will have great organizational skills and experience working in a fast-paced and professional administrative capacity. Candidates should have an understanding of the legislature, the legislative calendar, strong oral and interpersonal communication skills, and proficiency with Microsoft Office. A minimum two years' experience scheduling for a legislator is preferred.

**SALARY AND FINAL FILING DATE:**

Salary starts at \$3,714 per month.

Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, REFERENCES AND SENATE EMPLOYMENT  
APPLICATION TO:**

Krista Pfefferkorn

Chief of Staff, Senator Scott Wiener

[Krista.Pfefferkorn@sen.ca.gov](mailto:Krista.Pfefferkorn@sen.ca.gov)