

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

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, coordinating member travel, submitting floor resolutions, organizing constituent visits including certificates and floor photos, tracking event attendance and gifts for FPPC reporting purposes, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions.

DUTIES:

The Scheduler will manage a highly complex and dynamic calendar, make travel arrangements, and schedule district and Capitol meetings for the Senator. 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.

DESIRABLE SKILLS AND KNOWLEDGE:

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. Applicants must be organized, proficient with Microsoft Office and PC's, and perform work functions using Word, Excel, Powerpoint, and other computer applications.

POSITION QUALIFICATIONS / EDUCATION:

High school diploma required. Bachelor's degree preferred.

SALARY AND FILING DATE:

Salary starts at \$3536 per month. Applications will be accepted until position is filled.

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

Reginald Fair, Chief of Staff
Office of Senator Caballero
Reginald.Fair@sen.ca.gov