

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT/SCHEDULER  
OFFICE OF SENATOR ROTH  
(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 Executive Assistant/Scheduler will serve in the Capitol office full-time. Responsibilities will include Capitol scheduling, coordination with District Director on district scheduling, member travel coordination, submitting floor resolutions, maintaining Outlook contacts, ordering office supplies, mail, organizing constituent visits including certificates and floor photos, assist as needed with LCMS projects, tracks event attendance and gifts for FPPC reporting purposes, greet visitors and answer phones.

**DUTIES AND ATTRIBUTES:**

The Executive Assistant/Scheduler will manage a highly complex and dynamic calendar and make all travel arrangements for the Senator. Strong organizational skills and attention to detail are a must. The Executive Assistant/Scheduler must maintain hours Monday through Friday from 9:00AM to 5:00PM in addition to working a flexible schedule as needed.

**QUALIFICATIONS:**

Ideal candidates will have excellent communication and writing skills, strong organizational abilities, will be able to work in high-pressure situations, and can work both independently and in collaboration with others. An understanding of the legislative process is a plus as are strong interpersonal skills. Applicants should be proficient with Microsoft Office including Word, Excel, PowerPoint, and Outlook. Experience working with LCMS and LIS preferred. Prior Legislative or scheduling experience is a plus.

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.

**EDUCATION:**

High school diploma required.  
Bachelor's degree preferred.

**LOCATION, SALARY AND FINAL FILING DATE:**

This position is located in Sacramento, CA.  
Salary starts at \$3,714 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:**

Cheryl Medina, Executive Assistant  
Office of Senator Richard D. Roth  
[Cheryl.Medina@sen.ca.gov](mailto:Cheryl.Medina@sen.ca.gov)

The Senate application form is available through the Senate job webpage:  
[www.senate.ca.gov/senatejobs](http://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 03/28/2022