

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

**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, reporting of Senator's mileage, tracking of FPPC documents, processing resolutions and general support functions.

**DUTIES:**

The Scheduler will oversee all aspects of Senator's schedule in both the Capitol and the District, process Senator's mileage, track reportable items, and oversee the timely production of resolutions. The scheduler will also assist with greeting visitors, answering the telephone, managing incoming mail, ordering supplies and general support functions.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Ideal candidates will have experience working in a fast-paced administrative capacity. Should have an understanding of the legislature, experience scheduling for a legislator and able to work independently and as a member of the team.

**POSITION QUALIFICATIONS/EDUCATION:**

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. High school diploma required. Bachelor's degree preferred.

**SALARY AND FINAL FILING DATE:**

Salary starts at \$3,536. Applications will be accepted until the position is filled.

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

[Laura.McWilliams@sen.ca.gov](mailto:Laura.McWilliams@sen.ca.gov)

Laura McWilliams, Chief of Staff

State Capitol, Room 5035

Sacramento, CA 95814