

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

**BASIC RESPONSIBILITIES:**

Under the supervision of the Chief of Staff, the Executive Assistant 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.

**POSITION QUALIFICATIONS/EDUCATION:**

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. 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:**

John Bovee, Chief of Staff, Senator Scott Wilk  
Room 3063  
[John.Bovee@sen.ca.gov](mailto:John.Bovee@sen.ca.gov)