

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT  
OFFICE OF SENATOR BRIAN DAHLE  
(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 direct supervision of the Chief of Staff, the Executive Assistant is responsible for front desk operations and general office duties. Applicants must be organized, detailed, and able to work well with others for this position.

**DUTIES:**

Under the direct supervision of the Chief of Staff, the Executive Assistant will perform various office duties, such as answering phones, greeting visitors, processing resolutions, and sorting mail. The person will also help with the planning, coordination of events, processing necessary paperwork to ensure office efficiencies are met.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Ideal candidates will have experience working in a fast-paced administrative capacity, and will work well in a team environment. Candidates should have an understanding of the Legislature, helping members of the public, and strong oral and interpersonal communication skills. Punctuality is required, and completing projects under deadlines is essential.

**POSITION QUALIFICATIONS AND EDUCATION:**

High school diploma required. Bachelor's degree preferred.

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.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA.

**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

**Salary:**

Salary starts at: \$3,714 per month.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

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

Josh Cook, Chief of Staff

Office of Senator Brian Dahle

[Josh.Cook@sen.ca.gov](mailto:Josh.Cook@sen.ca.gov)