

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT / SCHEDULER
OFFICE OF SENATOR MELENDEZ
(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 will serve in one of the Senator's District Offices. Responsibilities may include, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, constituent services and general office support functions.

DUTIES:

The Executive Assistant is a highly organized individual who is polite and courteous to constituents and other persons who may contact the office for assistance. The ability to plan and coordinate district events, including townhalls, is essential. This individual may be asked to substitute other staff on extremely rare occasions. 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 a minimum of three years' experience understanding the legislature, 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.

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 FINAL 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:

Jared Yoshiki, Chief of Staff

Jared.Yoshiki@sen.ca.gov