

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT/SCHEDULER  
OFFICE OF SENATOR MIN  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced opportunity? 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 an enthusiastic and motivated individual 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 as a full-time scheduler. Responsibilities include scheduling for the Senator, greeting visitors, answering the telephone, ordering supplies, and general support functions. Applicants must be organized, have excellent communication skills and be able to work in a fast-paced, professional environment.

**DUTIES:**

The Executive Assistant/Scheduler will manage a highly complex and dynamic calendar, make travel arrangements, and schedule district and Capitol meetings for the Senator. Attention to detail and dependability is required. The Scheduler must maintain hours Monday through Friday from 9:00 AM to 5:00 PM in addition to working a flexible schedule, as needed.

**EDUCATION AND QUALIFICATIONS:**

Bachelor's degree required.

Ideal candidates will have experience working in a fast-paced administrative capacity. Candidates must possess excellent communication skills and knowledge of the legislative process. The ideal candidate is creative; detail orientated, and able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

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.  
Salary starts at \$3,900 per month plus benefits.

Final salary will be commensurate with experience and education.  
Applications will be accepted until the 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 EMPLOYMENT APPLICATION TO:**

Jody Fujii, Chief of Staff  
Office of Senator Min  
[Jody.Fujii@sen.ca.gov](mailto:Jody.Fujii@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: 09/09/2022