

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

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, managing the Senator's FPPC forms and associated documents, tracking the Senator's mileage, greeting and interacting with visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions. Applicants must be organized, proficient with Microsoft Office, Google Calendar and other assorted programs, and be able to work in a fast-paced, professional environment.

DUTIES:

The Scheduler will manage a highly complex and dynamic calendar, make travel arrangements, and schedule district and Capitol meetings for the Senator. Punctuality is required. The Executive Assistant/Scheduler must maintain hours Monday through Friday from 9:00am to 5:00pm and additional hours may be required as well.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates will have a minimum of three years experience working in a fast-paced administrative capacity for an elected official. Candidates should have an understanding of the Legislature and strong interpersonal communication skills. Applicants must be highly organized, detail oriented, proficient with a variety of computer applications, as well as be able to work independently and as part of a team.

POSITION QUALIFICATIONS / EDUCATION:

A high school diploma is required and a bachelor's degree preferred.

SALARY AND FILING DATE:

Salary starts at \$3,714 per month. Applications will be accepted until position is filled.

PLEASE SUBMIT COVER LETTER, RESUME, WRITING SAMPLES, AND SENATE EMPLOYMENT APPLICATION TO:

SD25.Scheduler@sen.ca.gov