

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

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 \$3,714 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](mailto:SD25.Scheduler@sen.ca.gov)