

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT/BACK-UP SCHEDULER  
OFFICE OF PRESIDENT PRO TEMPORE TONI G. ATKINS**

**BASIC RESPONSIBILITIES:**

Under the supervision of the chief of staff and the scheduler, the back-up scheduler will serve in the Capitol office full-time. Primary responsibilities include assisting with the schedule, booking travel, scheduling meetings and events, and other support functions. The back-up scheduler will also track and assist in filing the Legislator's FPPC reports annually.

**DUTIES AND ATTRIBUTES:**

The back-up scheduler will help manage a highly complex and dynamic calendar and make travel arrangements when necessary. The back-up scheduler must be highly organized and have a strong attention to detail; flexible and respectful of confidentiality; communicate effectively with colleagues, constituents, government agencies, community-based organizations and elected officials; and willing to work a flexible schedule when needed.

**POSITION QUALIFICATIONS:**

Ideal candidates will have great organizational skills and experience working in a fast-paced and professional administrative capacity. Candidates should have an understanding of the legislature, the legislative calendar, strong oral and interpersonal communication skills and proficiency with Microsoft Office. A minimum two years' experience scheduling for a legislator is preferred.

**SALARY AND FINAL FILING DATE:**

Salary starts at \$3,812 per month. Applications will be accepted until position is filled.

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

Senate Human Resources  
1020 N Street, Room 571  
Sacramento, CA 95814