

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

**BASIC FUNCTIONS:**

Under the supervision of the Chief of Staff, the Executive Assistant /Scheduler may serve in the Capitol Office or Inglewood District Office as a full-time scheduler. Responsibilities include scheduling for the Senator, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions.

**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 9:00 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 an understanding of the legislature, minimum three years' experience scheduling for a Legislator, constituent services, and strong interpersonal communication skills. Applicants must be highly organized, detail oriented, 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.

**SALARY AND FILING DATE:**

Salary starts at \$3,714 per month.

Applications will be accepted until position is filled.

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

Chase Hopkins, Legislative Director at [Chase.Hopkins@sen.ca.gov](mailto:Chase.Hopkins@sen.ca.gov) and  
Myla Rahman, District Director at [Myla.Rahman@sen.ca.gov](mailto:Myla.Rahman@sen.ca.gov)

Office of Senator Bradford