

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
ADMINISTRATIVE ASSISTANT (SCHEDULER)  
HUMAN RESOURCES**

**BASIC FUNCTIONS:**

Under the supervision of the Deputy Secretary for Human Resources (HR) the Administrative Assistant /Scheduler will serve as the primary scheduler. Responsibilities include scheduling for the Deputy Secretary and the Assistant Directors of HR, greeting visitors, answering the telephone, managing incoming mail, ordering supplies, and general support functions. Applicants must be organized, proficient with Microsoft Office and PC's, and be able to work in a fast-paced, professional environment.

**DUTIES:**

The Scheduler will manage the calendar and schedule meetings for HR, review and post job announcements, and assist in the review, revision or development of annual benefits required notices. Punctuality is required. The Administrative Assistant must maintain hours Monday through Friday from 9:00 AM to 5:00 PM.

**POSITION QUALIFICATIONS:**

Ideal candidates will have experience working in a fast-paced administrative capacity. Candidates should have an understanding of the legislature, able to maintain strict confidentiality, minimum five years' experience and strong interpersonal communication skills.

**SALARY AND FINAL FILING DATE:**

Salary starts at \$4,600 per month. Applications will be accepted until position is filled.

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

Jeannie Oropeza  
1020 N Street, Room 571  
Sacramento, CA. 95814