

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

BASIC FUNCTIONS

Under the direction of the Senator and senior management team, the Executive Assistant (Scheduler) will manage a highly complex and dynamic calendar, make travel arrangements, and schedule all meetings and events for the Senator.

DUTIES

The Scheduler receives and analyzes requests for both the Capitol and district office meetings; makes recommendations and oversees the calendar; drafts and sends correspondence; answers phones and emails; handles internal accounting; and interacts regularly with diverse stakeholders and elected officials.

KNOWLEDGE AND SKILLS DESIRED

Ideal candidates will have a solid understanding of the legislature and experience working in a fast-paced administrative capacity. Candidates should have a minimum two years of experience scheduling for an elected official, in addition to experience in constituent services and strong communication skills. The ideal Scheduler can consistently handle a high volume of logistics planning; be flexible and able to multi-task while maintaining attention to details and relationships; and work well in both self-directed and team environments. Candidates must be proficient with Microsoft Office and personal computers, and perform work functions using Outlook, Word, Excel, PowerPoint, and other computer applications.

POSITION QUALIFICATIONS AND EDUCATION

Bachelor's degree required.

SALARY AND FINAL FILING DEADLINE

Salary range starts at \$3536 per month. Applications will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION TO:

Nicole.Winger@sen.ca.gov