

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

**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, 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 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 organized, 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 \$3536 per month. Applications will be accepted until position is filled.

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

Don Wilcox, Chief of Staff  
State Capitol - Room 4066  
Sacramento, CA 95814