

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT / SCHEDULER
OFFICE OF SENATOR BILL DODD
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

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 and interacting with 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 a highly complex and dynamic calendar, make travel arrangements, track reporting items, provide general office management, and schedule district and Capitol meetings for the Senator. Punctuality, poise, and attention to detail 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.

POSITION QUALIFICATIONS:

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.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork

LOCATION, SALARY AND FINAL FILING DATE:

This position is located in Sacramento, CA.

Benefits:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

Salary:

Salary starts at: \$3,714 per month.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

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

Ezrah Chaaban, Chief of Staff

ezrah.chaaban@sen.ca.gov