

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PART-TIME DISTRICT EXECUTIVE ASSISTANT / SCHEDULER
DISTRICT OFFICE OF SENATOR WILK
(POSITION LOCATED IN LANCASTER, CA)**

BASIC FUNCTIONS:

Under the supervision of the District Director, the Executive Assistant / Scheduler will serve in the Lancaster, and or Victor Valley, California district office as a part-time office assistant and community representative. Responsibilities include greeting visitors, answering the telephone, managing incoming mail, ordering supplies, general support functions as well as some time in the field representing the Senator.

DUTIES:

The part-time Executive Assistant will manage a highly complex and dynamic office that will include, but not be limited to, staffing the Senator when he is in the area, making travel arrangements, keeping tabs on community events. Punctuality is required.

Hours: Approximately 17 hours a week and are flexible.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates will have experience working in a fast-paced administrative capacity. Candidates should have an understanding of the legislature and constituent services, and strong interpersonal communication skills. Applicants must be organized, proficient with Microsoft Office including Word, Excel, PowerPoint, and other computer applications.

POSITION QUALIFICATIONS / EDUCATION:

High school diploma required. Bachelor's degree preferred.

SALARY AND FILING DATE:

This is a 49% time base position and salary starts at \$1732 per month.

This part time position does not include benefits.

Applications will be accepted until position is filled.

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

Drew.Mercy@sen.ca.gov