



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Bennett
Classification: Office Assistant
Posted: March 21, 2024

Under the supervision of the District Director and Chief of Staff, Office Assistant will work out of the District Office in Oxnard. Acts on behalf of the Member within specified guidelines, including as a liaison between the Member and constituents, district organizations, local governments, and state agencies. Candidate will perform a variety of duties including, but not limited to, responding to a variety of constituent services and inquiries, manage district mail, sort bill comments, manage public comments, responding to telephone calls; event planning and community outreach. Other duties include overseeing constituent casework management and drafting constituent response letters. Candidates must have excellent written and oral communication skills, as well as an attention to detail.

Candidates must have a reliable source of transportation to attend in-person meetings/events and be able to work a flexible schedule, including some nights and weekends as required.

The salary range for this position is \$3,631 - \$5,533 per year. It is anticipated that the successful candidate's salary will be between \$3,631 to \$3,800. Final compensation is commensurate with experience.

Contact: To apply, please submit a cover letter and resume to patricia.quiroz@asm.ca.gov