



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Chief Clerk's Office

**Classification:** Assistant Clerk

**Posted:** September 21, 2022

Assists in the processing and preparation of Assembly documents and publications; assists in the coordination of Assembly activities during legislative session and the maintenance of appropriate records; provides assistance to legislative staff and the public as needed.

### **Essential Duties:**

- Processes bills for introduction, amendments, committee reports, messages, and other documents submitted to the "Assembly Desk".
- Assists in the preparation and publication of the official information, including Assembly proceedings and actions, via the Legislative Information System, Daily Journal, and Histories.
- Assists Members, legislative staff, and members of the public in understanding rules and procedures and accessing legislative information.
- Proofreads amendments and amends legislative measures.
- Receives and processes Third Reading amendments, and edits and proofreads Floor analyses.
- Maintains and operates the electronic voting system and display boards.
- Reads messages, bill information, and other items, as directed, into the official record of Assembly Floor proceedings and maintains the daily roll of Members present.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related tasks as assigned.

**Knowledge of/Ability to:**

- Proper grammar, spelling, usage and punctuation, as well as the principles of filing and indexing.
- Learn the principles, procedures, and techniques of recording and documenting official proceedings and actions of the Assembly and preparing legislative publications.
- Develop an in-depth understanding of the principles, operations, and publications of the California State Legislature.
- Develop research skills and use the Legislative Information System, legislative publications, and other resources to research legislative history and parliamentary procedure.
- Use Microsoft Office and other productivity applications to compile, publish, or present research results and prepare training and other informational materials.
- Understand and carry out directions.
- Work efficiently and effectively under pressure.
- Establish and maintain cooperative relationships with colleagues and staff from other departments and agencies.
- Exercise discretion and maintain confidentiality when interacting with Members, staff, advocates, the public, and other state agencies.
- Sit at a workstation for extended periods as necessary.
- Work extended hours as necessary.

**Contact:** Please email cover letter and resume to [Sue.Parker@asm.ca.gov](mailto:Sue.Parker@asm.ca.gov), include Assistant Clerk Position on the subject line.

All materials must be received by 5:00 p.m., on Friday, October 7, 2022.