



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Chief Clerk
Classification: Assistant Clerk
Posted: October 12, 2021

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

Essential Duties:

- Processes bills, amendments, committee reports, messages, and other documents submitted to the "Assembly Desk".
- Assists in the preparation and publication of the official records of Assembly proceedings and actions including the Daily File, Daily Journal, Histories and other publications.
- Assists in the amending of bills and other legislative measures.
- Assists in the engrossing and enrolling functions of preparing and maintaining accurate and complete official records of legislation by preparing jackets, delivering bills for the appropriate signatures, and maintaining necessary files.
- Maintains and operates the electronic voting system and display boards.
- Reads appropriate information as directed into the official record of Assembly floor proceedings and maintains the daily roll of members present or absent.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related tasks as assigned.

Knowledge of/Ability to:

- Principles, operations, and publications of the California State Legislature.

- 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 the appropriate publications.
- Use the Legislative Information System, legislative publications, and other resources to research procedural, historical, or related questions and issues.
- 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 of time as necessary.
- Work extended hours as necessary.

Contact: Please email cover letter and resume to 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 29, 2021.