

- Prepare reports and compose correspondence independently
- Employ good judgment and make sound decisions in accordance with established procedures and policies
- Communicate clearly and concisely; demonstrate excellent writing/analytical skills
- Establish and maintain cooperative relationships with constituent groups, international partners, and the public
- Work effectively with elected officials and community-based organizations
- Ability to work efficiently and effectively under pressure
- Proper English usage, spelling, and punctuation
- Work extended hours as necessary when legislative and project functions dictate
- Bilingual skills highly preferred

Contact:

Speakers Office of Protocol – Executive Secretary

Contact: Anna Goddard

Office (916) 319-3869

Anna.goddard@asm.ca.gov