CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Business and Professions Committee
Classification: Committee Secretary
Posted: August 26, 2021

The Business and Professions Committee is accepting applications for a Committee Secretary. Responsibilities include facilitating smooth operation of the Committee Office and preparing materials for the consultants and Committee Chair. The secretary will provide day-to-day office support with administrative functions such as office organization, correspondence, recordkeeping, telephone and fax communication, and other duties as assigned. During a formal hearing of the Committee, the Secretary is responsible for posting notice and materials, calling roll and recording votes. The Secretary may also be required to assist in the research of various legislative proposals. A successful candidate should display a strong work ethic, have at least 1-year of legislative experience. This position will require the ability to multi-task, strong communication skills, good interpersonal skills, stay organized under rapid deadlines, demonstrates their ability to work collaboratively with their colleagues, organized, and displays initiative and independence and be a self-starter. The work environment requires the ability to balance multiple high priority tasks and to work at a fast pace under strict deadlines, including work outside normal business hours.

Contact: Interested candidates need only submit a cover letter and resume to Robert.Sumner@asm.ca.gov.