CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Communications and Conveyance Committee
Classification: Committee Secretary
Posted: October 8, 2021

The Assembly Communications & Conveyance Committee is hiring a Committee Secretary. This position requires a high level of organization and attention to detail, excellent communication and proofreading skills, the ability to effectively manage time and deadlines, and flexibility to adjust and respond to changing office needs, including being available to work evenings and weekends on occasion when the Legislative schedule dictates. Desired qualifications include prior experience as a committee secretary, knowledge of the legislative process, and an interest in public policy. Job duties include, among other tasks: preparing for and assisting with committee hearings; tracking and processing bills; maintaining bill files and hearing materials; formatting and proofreading analyses; answering telephones; assisting committee Chief Consultant; communicating with legislative staff, constituents, and the public in a welcoming manner; and performing general office duties.

Contact: To apply, please email a resume to emilio.perez@asm.ca.gov by October 31, 2021.