CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Emergency Management Committee
Classification: Committee Secretary
Posted: January 5, 2021

The new Assembly Committee on Emergency Management is accepting applications for an experienced Committee Secretary. Responsibilities include, but are not limited to, general administration of the Committee Office and preparation of materials for the Committee Chair and Chief Consultant. The secretary will provide day-to-day office management support and organization, assist in paper and electronic correspondence, recordkeeping, and other duties as assigned. During a committee hearing, the Secretary is responsible for posting official notices and materials, calling roll and recording votes. The Secretary may also be required to assist in the research of various legislative proposals, as needed.

The position will require attention to detail and the ability to keep some information confidential. A successful candidate should demonstrate a consistent and reliable work ethic, be familiar with the Legislative calendar, offices, and procedures, maintain computer literacy (e.g., familiarity with LIS, outlook, word and excel), and possess strong editing, writing, and communications skills. Candidates should be highly organized, capable of multi-tasking, and experienced in interacting with the public.

The position may occasionally require extended working hours and current operations are affected by the COVID-19 pandemic.

Contact: Please send a resume and cover letter to Sean.Connelly@asm.ca.gov.