



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Appropriations Committee

Classification: Committee Secretary I

Posted: November 16, 2021

The Assembly Appropriations Committee is hiring a Committee Secretary I. We are looking for an effective, organized and personable professional who wants to join a large, dynamic office and who will work at the direction of the senior committee secretary and the chief consultant. Duties will be multifaceted and, at times, competing and will include receiving all types of visitors and answering phones on behalf of the committee and the chair. Other duties will include preparing for and assisting with hearings; tracking legislation; formatting and proofreading analyses; assisting committee consultants; and performing general office duties. The successful candidate will be an excellent written and verbal communicator with some knowledge, at least, of the legislative process and able to maintain a determined, positive attitude and a high degree of organization, even under pressure. Some computer skills are a must; the more the better.

Contact: Appropriations can be exciting and intense. If this sounds like the right environment for you, please email a cover letter and resume to Jay.Dickenson@asm.ca.gov by no later than 5:00 p.m., Friday, December 3. Include your last name and the position in the subject line.