



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Public Safety Committee  
**Classification:** Committee Secretary I  
**Posted:** November 12, 2021

The Assembly Committee on Public Safety is seeking a Committee Secretary I. The Committee Secretary works at the direction of the Senior Committee Secretary and Chief Counsel. Candidates should have excellent clerical, organizational, and interpersonal communication skills. Duties include filing, copying, distributing materials, answering incoming calls, and general office functions. Knowledge of the legislative process and/or office clerical experience is preferred, but not required.

**Contact:** To apply, please submit a resume, cover letter, and salary requirements via-email to Elizabeth Potter at [Elizabeth.potter@asm.ca.gov](mailto:Elizabeth.potter@asm.ca.gov) by Tuesday, November 30, 2021 COB.