



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Public Employment and Retirement Committee

Classification: Committee Secretary

Posted: December 16, 2019

The Assembly Committee on Public Employment and Retirement 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 daily 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 strict confidentiality and attention to detail. A successful candidate should demonstrate a strong and reliable work ethic, be familiar with the Legislative calendar and procedure, maintaining computer literacy (e.g., familiarity with the Legislative Information System, Microsoft Outlook, Word and Excel), possess strong editing, writing, and communications skills. The incumbent should be highly organized, capable of multi-tasking, and experienced in interacting with the public.

The position may occasionally require extended working hours.

Contact: Please send a cover letter and resume to Michael Bolden at Michael.Bolden@asm.ca.gov.