CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Jones-Sawyer
Classification: Executive Assistant
Posted: March 2, 2020

Assemblymember Jones-Sawyer is seeking a Executive Assistant. Duties include, but are not limited to, scheduling for both the Capitol and the District, tracking of reportable items, managing a highly complex and dynamic calendar, making travel arrangements, mileage reimbursement, as well as various administrative support functions. Applicants must be detail-oriented, highly organized, be able to manage multiple competing deadlines, familiar with FPPC filings, proficient in Microsoft Office. Ideal candidates will be energetic, a positive team player that employs good judgment, highly professional and friendly who enjoys working in a fast-paced environment. Prior legislative scheduling experience required. Spanish language skills preferred but not required.

Contact: Please send cover letter and resume to Chief of Staff, Cori.Ayala@asm.ca.gov.