



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember V. Fong
Classification: Executive Assistant
Posted: May 31, 2022

Assemblyman Vince Fong seeks an Executive Assistant. Assemblyman Fong is looking for an enthusiastic and motivated team member to join his capitol office as an Executive Assistant. The ideal candidate has strong communication skills both orally and in writing, is detail-oriented, well organized and able to function well in a high-energy environment. Job duties include managing the Assemblyman's calendar, travel arrangements, FPPC reporting and other legislative duties as needed.

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