



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Speaker's Office – Appointments Unit

Classification: Executive Secretary

Posted: December 21, 2021

Office Background:

The Speaker's Appointments Unit is responsible for facilitating and carrying out the Speaker's legislative and public appointments to hundreds of state boards, commission and taskforces. Appointees carry out a range of important statutory and constitutional obligations including serving in an advisory capacity, enacting regulations, establishing policy, overseeing licensing and disciplining professionals.

Basic Function:

The ideal candidate will have strong secretarial skills, the ability to work under tight deadlines in a fast-paced environment, and can work effectively individually and in a team-oriented environment.

Excellent proofing and computer skills are required as well as a positive attitude and a can do spirit.

Essential Duties:

- Proofs and spell checks official correspondence
- Prepares, prints, and sends out letters, oaths and other correspondence
- Assists in research
- Creates, updates, and maintains excel lists and other computer files and systems
- Answers phones, emails, and greets guests
- Schedules interviews, meetings, and calls
- Contacts agencies, legislative offices, and applicants as needed
- Maintains filing systems
- Prepares information for meetings

- Performs other related work as assigned
- Other duties as assigned

Knowledge of/Ability to:

- Word, Excel, Power Point, Outlook and other programs
- Work efficiently and effectively under pressure
- Work extended hours as necessary

Contact:

Speakers Appointments Unit – Executive Secretary

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