



The ideal candidate will be able to work efficiently and effectively under pressure, work extended hours as necessary when legislative functions dictate, and proficient in Microsoft Office and PC's.

**Additional Information:** A car is required for the position. The position is full time in-office.

**Salary, Job Location, and Final Filing Deadline:** Salary dependent on experience. Position is based in Woodland Hills. Applications will be accepted until the position is filled.

**Contact:** Submit a cover letter and resume to [valerie.berkley@asm.ca.gov](mailto:valerie.berkley@asm.ca.gov).