



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Chief Clerk

Classification: Legislative Clerk

Posted: October 12, 2021

Proofreads Assembly bills, resolutions, amendments, and publications; assists in the editing and indexing of Assembly publications. Assist in the engrossing and enrolling of Assembly bills and resolutions.

Essential Duties:

- Proofreads Assembly bills, resolutions, amendments, and other legislative documents by comparing the original draft with the first print and succeeding prints resulting from correction, amendment, and enrollment.
- Assists in the engrossing and enrolling functions of preparing and maintaining accurate and complete official records of legislation by preparing jackets, delivering bills for the appropriate signatures, and maintaining necessary files.
- Proofreads the Assembly Journal and various other documents from the Assembly Desk.
- Assists in the editing and indexing of Assembly publications.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related tasks as assigned.

Knowledge of/Ability to:

- Principles, operations, and publications of the California State Legislature.
- Proper grammar, spelling, usage and punctuation, as well as the principles of filing and indexing.
- Learn to proofread, edit, and index publications and documents completely and accurately.

- Use the Legislative Information System, legislative publications, and other resources to research procedural, historical, or related questions and issues.
- Understand and carry out directions.
- Work efficiently and effectively under pressure.
- Establish and maintain cooperative relationships with colleagues and staff from other departments and agencies.
- Sit at a workstation for extended periods of time as necessary.
- Work extended hours as necessary.

Contact: Please email cover letter and resume to sue.parker@asm.ca.gov, include Legislative Clerk Position on the subject line.

All materials must be received by 5:00 p.m., on Friday, October 29, 2021.