CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Asm. Burke
Classification: Office Assistant
Posted: 12/01/2017

Assemblywoman Autumn Burke is seeking an Office Assistant/entry-level Scheduler for her Capitol Office. Duties include, but are not limited to, processing incoming scheduling requests in a timely manner, managing the Assemblywoman's calendar to ensure accuracy, and general administrative duties. The ideal candidate should be detail-oriented, organized and capable of working in a fun, fast-paced environment.

Contact: To apply, please email your resume to Luis Quinonez at Luis.Quinonez@asm.ca.gov.