



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Ward
Classification: Office Assistant
Posted: November 4, 2021

Basic Functions: Under the direct supervision of the chief of staff and the scheduler, the Office Assistant acts as an official representative and greeter in the Assemblymember's Capitol Office, as well as performs a variety of clerical and secretarial functions in the office.

Duties: The ideal candidate will be able to work in a fast-paced, professional environment; be self-motivated to work as part of a team on behalf of Assemblymember Ward; and work extended hours when necessary. Specific duties include answering office telephones; greeting visitors; providing basic legislative information; directing incoming mail and voice mail messages; maintaining office files, office supplies and office equipment; logging positions on issues and bills in the Legislative Constituent Management System (LCMS); tracking and managing Fair Political Practices Commission reports for the Assemblymember; and other duties as assigned.

Position Qualifications: Strong oral and written communication skills are essential, in addition to proficiency with Microsoft Office and PC's. A familiarity with the legislative process is preferred.

Pay Range: Salary is commensurate with experience. Applications will be accepted until the position is filled.

Contact: Please send your resume and cover letter to Assemblymember Ward's Scheduler, Heather Caden, heather.caden@asm.ca.gov with the subject line: Office Assistant Position.