



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Chief Clerk

**Classification:** Principal Clerk

**Posted:** October 12, 2021

Organizes, supervises, coordinates, and participates in the preparation of Assembly publications and documents; provides advice on parliamentary procedures.

### **Essential Duties:**

- Assists in the overall coordination and organization of the activities of the "Assembly Desk" in providing assistance to Members and in documenting the actions taken on the floor of the Assembly.
- Organizes, supervises, coordinates, maintains and participates in the preparation of complete and accurate official records of Assembly proceedings and actions.
- Organizes, supervises, and participates in the editing and preparation of final publications and documents, and the filing of the final record with the Secretary of State.
- Checks and reviews amendments, bills, and committee reports submitted to the "Assembly Desk" for completeness, format, and compliance with applicable rules and procedures.
- Assists in the editing and preparation of other Assembly publications.
- Maintains records and compiles information for annual and other periodic Assembly publications.
- Provides accurate and complete information in response to parliamentary or related questions and inquiries.
- Assists in the coordination of the activities of the Chief Clerk's office with Member's offices, and other Assembly and State offices.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related tasks as assigned.

**Knowledge of/Ability to:**

- Principles, practices, functions, and operations of the California State Legislature.
- Rules of the Assembly, Joint Rules, the State Constitution, and the parliamentary rules, practices, and procedures that govern the Assembly.
- Publications methods and procedures.
- Establish and maintain cooperative relationships with colleagues and staff from other departments and agencies.
- Exercise discretion and maintain confidentiality when interacting with Members, staff, advocates, the public, and other state agencies.
- Use the Legislative Information System, legislative publications, and other resources to research procedural, historical, or related questions and issues.
- Use Microsoft Office and other productivity applications to compile, publish, or present research results, training resources, and other informational materials.
- Work efficiently and effectively under pressure.
- 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](mailto:sue.parker@asm.ca.gov), include Principal Clerk / History Clerk Position on the subject line.

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