

- Creates and maintains database for Assembly employees, Day Care Center employees, contractors, vendors, media, lobbyists, State Library employees, and Legislative Counsel Bureau employees.
- Ensures all key storage areas are securely organized to provide the ability to identify and locate keys in a timely manner.
- Coordinates door locks and key changes, assigns, and documents all Assembly keys.
- Facilitates purchase of ID badges for the Assembly and maintains accurate inventory by performing periodic audits.
- Provides monthly activity reports, including stop list security reports, to the appropriate management and/or security staff.
- Assists in other duties as assigned.

Knowledge of:

- Office procedures, methods, and equipment, including computers and applicable software.
- Microsoft Outlook, Word, Excel, and Access.
- Special Services Standard Operating Procedures, California Legislative Handbook, Personnel Policy Manual for Assembly Employees, and customs and practices of the Assembly.
- Capitol Building Emergency Plan (CBEP).

Ability to:

- Work irregular hours, including weekends, evenings, and holidays to accommodate workload and/or on rotating shifts.
- Work in a fast-paced environment by multi-tasking, thinking clearly, and reacting quickly in a variety of situations.
- Work independently with a strong ability to effectively interact with a diverse team of people.
- Maintain a high level of confidentiality.
- Accurately track data/asset control utilizing software to prepare standard audit reports.
- Communicate clearly and concisely, both orally and in writing.
- Effectively present and communicate information/direction in one-on-one and small group situations.
- Perform diverse administrative support duties and take responsibility for more complex details.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Travel as necessary, including being prepared to travel on short notice when legislative functions dictate.

Minimum requirements:

- Keen attention to detail and meticulous with record keeping.

- Highly disciplined and of impeccable character.
- Exceptional communication and reporting skills, both spoken and written.
- Excellent interpersonal skills.
- Proficiency in Microsoft Outlook, Word, Excel, and Access.
- Strong time management/organizational skills, including appropriate sense of urgency and proactive approach.
- Three (3) to five years (5) of recent satisfactory performance of clerical duties.

Preferred requirements:

- At least two (2) years of experience working in asset management or a similar position.
- Knowledge of common safety/security practices.
- Positive outlook, resilience, and flexibility exhibited through ability to work in fast paced, demanding environment with changing priorities.

Contact: Submit resumes to Assembly Rules Committee, Human Resources at Human.Resources@asm.ca.gov.