



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Choi

Classification: Scheduler/Legislative Assistant

Posted: May 13, 2022

Assemblymember Steven S. Choi, Ph.D. (R-Irvine) is seeking an experienced Scheduler/Legislative Assistant for his Capitol Office in Sacramento. Responsibilities include, but are not limited to, managing a highly complex and dynamic calendar, responding to a high volume of meeting requests, developing and executing social media content, FPPC reporting, ordering office supplies, making travel arrangements and other duties, as assigned. An ideal candidate will have experience in the Legislature staffing multiple legislative committees as well as staffing member-sponsored legislation.

Contact: Please submit a cover letter and resume for consideration to Chief of Staff Shawn.Lewis@asm.ca.gov.