



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Ramos

Classification: Scheduler/Legislative Assistant

Posted: October 27, 2020

Assemblymember Ramos is seeking a Scheduler/Legislative Assistant. Duties include, but are not limited to, scheduling for the Assemblymember's Capitol and District offices, FPPC reporting, ordering office supplies and other administrative duties. We are looking for a scheduler who is experienced in handling high volume meeting requests, travel, and logistics; as well as someone who is organized, detail oriented, able to meet multiple deadlines, and works well in a team environment.

Contact: Send resumes to Adriana.Ruelas@asm.ca.gov.