



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Alvarez

Classification: Scheduler

Posted: June 21, 2022

Reports to: Assemblymember and Chief of Staff

Assemblymember David Alvarez is seeking a Scheduler for the Capitol Office. Responsibilities will include scheduling for the member in the Capitol and District Offices, front desk management, FPPC reporting, and a range of administrative duties. Candidates must have prior experience scheduling and familiarity with the legislative calendar. Our ideal Scheduler will be organized, on-time, able to multi-task and meet deadlines.

Contact: To apply, please send resume and cover letter to Keisha.Williams@asm.ca.gov