

CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Kamlager-Dove

Classification: Scheduler **Posted:** January 16, 2019

Assemblymember Sydney Kamlager-Dove is seeking a Scheduler to be based in her Capitol office. Candidates should have excellent writing and communication skills, strong organizational and interpersonal skills, consistent attention to detail, the ability to manage multiple tasks, and the ability to be flexible and calm in a fast-paced environment. Key responsibilities include office management; scheduling meetings, appointments, and events both at the Capitol and the district; and making travel arrangements. This position works closely with the Chief of Staff and District Director. Prior scheduling experience, knowledge of the Los Angeles area, and an understanding of the legislative process are preferred but not required. Some extended hours and weekends will be required, as legislative functions dictate.

Contact: Send resume to AD54.Scheduler@asm.ca.gov.