



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Bryan

**Classification:** Scheduler

**Posted:** April 6, 2022

Assemblymember Isaac Bryan is seeking an experienced Scheduler to join his Capitol team.

Responsibilities include (among others): managing a dynamic and complex calendar, responding to and processing scheduling requests, making travel arrangements, tracking FPCC reporting, ordering office supplies, and other duties as assigned. Candidates must demonstrate outstanding attention to detail, excellent communications skills, and thrive working in a fast-paced team environment while balancing multiple competing priorities.

This is a job where professionalism, courtesy and respect are essential – not just between team members and colleagues, but for interactions with constituents, callers and visitors to the office.

Normal working hours are M-F, 9-5, but extended hours may be needed as legislative functions dictate.

This is a full-time position, with salary commensurate with experience. The Assembly offers a comprehensive benefits package.

**Contact:** Please submit a cover letter and resume by email to [caleb.rabinowitz@asm.ca.gov](mailto:caleb.rabinowitz@asm.ca.gov), with "SCHEDULER" in the subject line.