CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Carrillo
Classification: Scheduler
Posted: June 10, 2022

Assemblymember Wendy Carrillo (D-Los Angeles) seeks a highly organized and detail-oriented Scheduler for her Capitol office. Key responsibilities will include, but not be limited to, maintaining the Assemblymember's daily and long-term schedules (capitol and district), coordinating all travel arrangements, managing files/related records, handling correspondence, and fulfilling various administrative duties. Individuals applying for this position should be prepared to have flexible work hours and be able to multi task and balance workload in a dynamic, fast-paced environment. Strong teamwork skills are necessary. Prior scheduling experience and FPPC tracking is strongly preferred.

Contact: Qualified candidates should email a cover letter and resume to Edmundo.cuevas@asm.ca.gov indicating "Scheduler" in the subject line.