CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Chau
Classification: Scheduler
Posted: December 18, 2020

Assemblymember Ed Chau (D-Monterey Park) seeks a highly organized and detail-oriented Scheduler for his 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 environment. Strong teamwork skills are a must as well as the ability to work with various personalities and styles. Prior scheduling experience 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.