



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember E. Garcia

**Classification:** Scheduler

**Posted:** January 14, 2022

Assemblymember Eduardo Garcia seeks a Scheduler for Sacramento Office. Responsibilities include, but are not limited to, managing the member's calendar, making travel arrangements, FPPC reporting, and various other support functions and administrative duties. An ideal candidate will enjoy working collaboratively in a team environment and demonstrate excellent organization and communication. Spanish language skills are a plus.

**Contact:** Please email a resume to [Aurora.Saldivar@asm.ca.gov](mailto:Aurora.Saldivar@asm.ca.gov).