



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Gipson

**Classification:** Scheduler

**Posted:** June 14, 2022

Assemblymember Gipson is seeking an experienced Scheduler to join his District team in Southern California. Key responsibilities include but are not limited to, managing a dynamic and complex calendar including maintaining the Assemblymember's daily and long-term schedules in the District, responding to and processing scheduling requests, making travel arrangements, tracking FPPC reporting, managing files/related records, handling high-level correspondence, and fulfilling various and multiple administrative duties and other tasks as assigned. Candidates must demonstrate outstanding attention to detail, excellent communications/writing skills, and thrive working in a fast-paced team environment while balancing multiple competing priorities. Strong teamwork skills are necessary. Prior scheduling experience and FPPC tracking or commensurate experience is strongly preferred. 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, resume and three references to [Angelo.Williams@asm.ca.gov](mailto:Angelo.Williams@asm.ca.gov) with the subject line "District Scheduler" for consideration.