



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Waldron

**Classification:** Scheduler

**Posted:** January 13, 2022

Assembly Republican leader seeks a Scheduler. Responsibilities include, but are not limited to, managing the member's calendar, making travel arrangements, responding to meeting requests, FPPC reporting, and various other support functions and administrative duties. Candidates should be organized, flexible to constant changes, and detail oriented.

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