CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Wicks
Classification: Scheduler
Posted: May 5, 2022

Assemblymember Buffy Wicks seeks a Scheduler in her Capitol office. Responsibilities include, but are not limited to, managing a highly complex and dynamic calendar, responding to a high volume of meeting requests, FPPC reporting, ordering office supplies, making travel arrangements and other duties, as assigned. Candidate must have excellent organizational and communications skills, enjoy working collaboratively in a team environment, demonstrate proficiency with a variety of computer applications, and have the ability to meet multiple deadlines. Candidates should also have knowledge of the legislative process.

Contact: Please email a cover letter and resume to Shannon.McKinley@asm.ca.gov.