



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee

Classification: Secretary/Front Desk Receptionist

Posted: October 11, 2022

Starting Salary: \$3,425 monthly

Position Location: Legislative Office Building (LOB), 1020 N Street, Room 300, Sacramento, CA 95814

Duties and Responsibilities:

- Performs a variety of complex administrative work requiring independent judgment and discretion for several departments in the Assembly Rules Committee.
- Types and edits letters, memos, reports, and other materials.
- Serves as the primary front office receptionist.
 - Greets, welcomes, and announces visitors;
 - Answers, screens, and forwards incoming phone calls;
 - Provides basic and accurate information regarding Assembly policies and activities.
- Collects, reviews, and distributes information, including incoming and outgoing mail.
- Assists in the maintenance and organization of records and accounts.
- Monitors/replenishes stationary and office supply inventory.

Knowledge of/Ability to:

- Basic functions and organization of the Assembly.
- Type accurately and efficiently.
- Provide exceptional customer service.
- Perform complex clerical and administrative work.
- Utilize good judgment and discretion.

- Rapidly transition from one project to another and manage/prioritize multiple tasks.
- Review, proofread, and edit written and digital content with a strong attention to detail.
- Follow oral and written directions.
- Establish, revise, and maintain filing systems.
- Maintain confidentiality.
- Communicate clearly and concisely.
- Make sound decisions in accordance with rules, regulations, and policies.
- Work efficiently and effectively under pressure.
- Establish and maintain cooperative and professional relationships with Members, employees, and the public.
- Work extended hours as necessary.

Additional Information:

- Prior experience as a secretary, receptionist, or similar role is preferred.
- Must be proficient in Microsoft Excel, Word, and Outlook, including mail merges and spreadsheets.
- Business hours are from 9:00 a.m. – 5:00 p.m., Monday through Friday.
- This is an onsite position.

Contact: Please submit cover letter and resume to:
Human.Resources@asm.ca.gov.