



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Speaker Rendon
Classification: Secretary
Posted: May 10, 2022

Basic Function: Provides Member Offices with assistance and representation in legislative programs and communications of high complexity or significance. Provides related staff support, including scheduling/maintaining Member's calendar, office assistance and clerical and secretarial functions of a standing committee

Essential Duties:

- Schedules Member's meetings, appointments; maintains Member's calendar.
- Collects, sorts, and distributes incoming and outgoing mail.
- Compiling letters, reports or other materials from notes or rough drafts copy.
- Plans and coordinates all committee office activities.
- Makes travel arrangements.
- Answers telephones, directs callers to appropriate party, and serves as receptionist.
- Perform difficult and responsible secretarial and clerical work.
- Prepare reports and compose correspondence independently.
- Plans and coordinates committee office activities.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related work as assigned.

Knowledge of/Ability to:

- Access, input and retrieve information from a computer and other resources.
- Work extended hours as necessary when legislative functions dictate.

- Communicate clearly and concisely; demonstrate excellent writing/analytical skills.
- Proper English usage, spelling, and punctuation.
- Perform difficult and responsible secretarial and clerical work.
- Prepare reports and compose correspondence independently.
- Employ good judgment and make sound decisions in accordance with established procedures and policies
- Work efficiently and effectively under pressure.

Training: The individual hired will receive 2 weeks of training on administrative duties, scheduling, and committee secretary duties. After training, the individual will be placed in different offices throughout their tenure in the Assembly, depending on need.

Contact: Please submit resume to kelly.roberts@asm.ca.gov.