# CALIFORNIA STATE ASSEMBLY
# JOB LISTINGS

**Office:** Assemblymember Ting
**Classification:** Secretary
**Posted:** September 4, 2019

Assemblymember Phil Ting is seeking a secretary in his San Francisco Office. The individual will assume administrative responsibility for the secretarial and scheduling functions of the legislative district office as well as constituent casework, public communication and related staff support. The individual is expected to be a team player that is highly organized, detail-oriented, an excellent writer and be able to manage multiple competing tasks. They must have the ability to perform complex clerical work requiring judgment and discretion and act on behalf of the Member in a professional manner.

**Contact:** Please submit a resume and writing sample to: mark.chekal-bain@asm.ca.gov. No phone calls, please.