



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee, Capitol Institute

Classification: Senior Assistant

Posted: February 25, 2020

The Senior Assistant is a full-time, professional-level position, supervised by the Director of the Capitol Institute.

Duties and Responsibilities:

- Teaches and facilitates various training courses for Assembly employees and Assemblymembers.
- Assists in planning, reviewing and implementing biennial compliance training.
- Assists with the development of new course material.
- Works with key legislative staff to develop and update current course materials.
- Assists with scheduling, preparing materials, and arranging speakers for guest presentations.
- Performs professional, analytical and administrative responsibilities for the Capitol Institute.
- Routinely interacts with Assembly staff to answer questions on training materials and courses.
- Performs other related work as assigned.

Knowledge of/Ability to:

- Minimum of 3-5 years of California legislative experience is preferred.
- Familiar with the legislative process, including California Assembly and Senate procedures.
- Knowledge of training/teaching methods and techniques.
- Ability to develop and implement training curriculum.
- Strong training, teaching, facilitating or public speaking skills.
- Exhibit strong written and interpersonal skills with emphasis on attention to detail.

- Knowledge and ability to display strong computer skills including proficiency in Microsoft PowerPoint.
- Proficiency in ZOOM or other similar software for delivery of webinars is desirable.
- Organize and prioritize a variety of tasks/projects.
- Work additional hours based upon the business needs of the department.
- Routine travel within the State of California.

Contact:

Submit cover letter and resume to: Human.Resources@asm.ca.gov.