



- Reviews outgoing correspondence including letters, memos, reports, and other documents prepared by other Assembly Rules Committee staff members for CAO's signature ensuring consistency with administrative policy as well as for format, grammatical construction, and clerical errors.
- Office Manager/Supervisor for the Assembly Rules Committee Capitol Office.
- Drafts reports, procedures, background material, and other pertinent documents.
- Communicate and interpret administrative and operating policies and procedures.
- Gather information on meetings and prepare materials.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related work as assigned.

**Requirements:**

- Executive level and management experience.
- Exceptional writing and editing skills with advanced grammar, punctuation, and formatting abilities.
- Excellent communication skills.
- Strong organizational skills and a high attention to detail.
- Self-starter who maintains performance, professionalism, and attention to detail while working under pressure and dealing with competing deadlines and constant change.
- Ability to work independently, exercise good judgement, and anticipate needs.
- Exercise diplomacy and a high degree of professionalism.
- Establish and maintain cooperative and professional relationships with those contacted in the course of work.
- Understanding of the organization and function of the California State Legislature, including the legislative process and leadership structure.
- Scheduling experience a plus.
- Maintain confidentiality at all times.
- Work extended hours as necessary when legislative functions dictate.

**Contact:** Submit cover letter and resume to:  
[Human.Resources@asm.ca.gov](mailto:Human.Resources@asm.ca.gov).