



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Office of the Chief Clerk

**Classification:** Assistant Clerk

**Posted:** September 29, 2023

**Salary Range:** \$3,932 - \$6,920 (commensurate with experience)

### **Position Description:**

Proofreads Assembly bills, resolutions, amendments, and publications. Assists in the editing and indexing of Assembly publications; the engrossing and enrolling of Assembly bills and resolutions; the coordination of Assembly activities during legislative session; and the maintenance of accurate and complete records. Provides staff support.

### **Essential Duties:**

- Processes bills, amendments, committee reports, messages, and other documents submitted to the "Assembly Desk".
- Assists in the preparation and publication of the official records of Assembly proceedings and actions including the Daily File, Daily Journal, Histories, and other publications.
- Assists in the amending and proofreading of bills and other legislative measures and documents.
- Assists in the engrossing and enrolling functions of preparing and maintaining accurate and complete official records of legislation by preparing jackets, delivering bills for the appropriate signatures, and maintaining necessary files.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related work as assigned.

### **Knowledge of/Ability to:**

- Organization and structure of the California Legislature.

- Proper grammar, spelling, usage, and punctuation, as well as the principles of proofreading, editing, filing, and indexing.
- Use the Legislative Information System, legislative publications, and other resources to research procedural, historical, or related questions and issues.
- Use Microsoft Office and other productivity applications to compile, publish, or present research results and other informational materials.
- Exercise discretion and maintain confidentiality when interacting with Members, staff, advocates, the public, and other state agencies.
- Establish and maintain cooperative and professional relationships with those contacted in the course of work.
- Employ good judgment and make sound decisions in accordance with established procedures and policies.
- Maintain performance, professionalism, and attention to detail while working under pressure and while dealing with multiple projects, deadlines, demands, and constant change.
- Understand and carry out directions.
- Communicate clearly and concisely, orally and in writing.
- Work efficiently and effectively at all times.
- Access, input, and retrieve information from a computer.
- Sit at a workstation for extended periods of time as necessary.
- Work extended hours as necessary.

**Contact:** Submit cover letter and email to Sue Parker at [sue.parker@asm.ca.gov](mailto:sue.parker@asm.ca.gov) with "Assistant Clerk" in the subject line.

All materials must be received by 5:00 p.m., on Friday, October 13, 2023.