CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Accountability and Administrative Review Committee
Classification: Committee Secretary
Posted: February 22, 2023
Monthly Salary: $3,425-$6,246/month

The Accountability and Administrative Review Committee is accepting applications for a Committee Secretary with experience. Responsibilities include performing administrative work for the committee, planning and organizing regular and oversight hearings, monitoring legislation and hearings, and preparing end of session reports. Candidates should have at least one year of legislative and/or oversight experience; expert knowledge of the legislative process and organization; significant knowledge of the operation and function of California state and local government; strong computer, communication and organization skills; and be a team player.

Contact: Interested candidates need only submit a cover letter and resume to Assemblymember.Petrie-Norris@assembly.ca.gov.