



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Jobs, Economic Development, and the Economy Committee
Classification: Committee Secretary
Posted: February 24, 2023
Monthly Salary Range: \$3,425 - \$6,246

The Assembly Committee on Jobs, Economic Development, and the Economy seeks a Committee Secretary. This position requires a high level of organization, attention to detail, initiative, excellent communication and proofreading skills. Responsibilities include but are not limited to performing administrative work for the committee; planning, organizing and assisting with committee hearings; monitoring legislation and hearings; tracking and processing bills; maintaining bill files; formatting and proofreading analyses; assisting committee consultants; communicating with legislative staff and constituents; and performing general office duties. Desirable qualifications and experience include knowledge of the legislative process, excellent interpersonal skills, dependable, and prior experience as a committee secretary.

Contact: To apply, email a cover letter, three references and resume to Carla.castilla@asm.ca.gov.