



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Joint Legislative Audit Committee

Classification: Committee Secretary

Posted: January 25, 2023

Monthly Salary: \$3,425-\$6,882/month

The Joint Legislative Audit 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 audit reports, 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 David.Takashima@asm.ca.gov.