



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Bryan  
**Classification:** Executive Secretary  
**Posted:** July 6, 2023

Majority Leader Bryan seeks a full-time Executive Secretary based out of his District Office to work closely with his Scheduler to manage a complex and dynamic District calendar, schedule District meetings, and assist with district office management. Other duties include, but are not limited to, tracking and ordering supplies, updating contact lists, front desk management, helping employee's access necessary office resources, facilitating honorary legislative resolutions, and other duties as legislative needs require.

Applicants must demonstrate outstanding attention to detail, superlative communication skills, and the ability to thrive in a fast-paced, collaborative environment. Successful applicants will have the ability to manage complex priorities on tight deadlines while maintaining exceptional professionalism, as well as a deep sense of service in this responsible position of public trust.

The Assembly salary range for the classification of Executive Secretary is \$49,020 to \$87,540 annually (subject to change based on experience). The successful candidate's salary for this position is anticipated to be between \$49,020 and \$55,000 annually (subject to change based on experience).

**Contact:** Please send a resume and cover letter under the subject Executive Secretary to Caleb Rabinowitz at [caleb.rabinowitz@asm.ca.gov](mailto:caleb.rabinowitz@asm.ca.gov) .