



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblywoman Kate Sanchez
Classification: Scheduler / Legislative Assistant
Posted: February 07, 2023

Assemblywoman Kate Sanchez (R- Rancho Santa Margarita) is seeking a Scheduler / Legislative Assistant to join her Capitol Office. Responsibilities include (among others): managing a dynamic and complex calendar for the Capitol and district, responding to and processing scheduling requests, making travel arrangements, tracking FPPC reporting, ordering office supplies, reviewing mail and invitations, answering phones and greeting constituents and other stakeholders, providing assistance to the Legislative Director in committee and floor preparation, and other duties as assigned. Candidates must demonstrate outstanding attention to detail, excellent communications skills, and thrive in a fast-paced team environment, while balancing multiple competing priorities. The successful candidate's salary for this position is anticipated to be established between \$48,972 - \$60,000, annually.

Contact: Please send a cover letter and resume to Jennifer Beall, Jennifer.Beall@asm.ca.gov.