



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Rendon

**Classification:** Office Assistant

**Posted:** September 13, 2023

**Office of Assemblymember Anthony Rendon.** Under the supervision of the chief of staff, the office assistant will support the smooth functioning of Mr. Rendon's Capitol office. Specific duties include greeting and interacting with visitors, answering office telephones, providing basic legislative information, managing incoming mail and voice mail messages, maintaining office supplies and equipment, logging positions on issues and bills in the Legislative Constituent Management System (LCMS), and other duties as assigned. Applicants must be organized, punctual, proficient with Microsoft Office, and have a positive and professional demeanor. Position is located in Sacramento. Salary range is \$3,361/month - \$5,533/month.

**Contact:** To apply, submit resume and cover letter to Carrie Cornwell at [carrie.cornwell@asm.ca.gov](mailto:carrie.cornwell@asm.ca.gov).