



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Office of the Chief Clerk

Classification: Principal Clerk

Posted: September 29, 2023

Salary Range: \$5,149 - \$10,011/month (commensurate with experience)

Position Description:

Organizes, supervises, coordinates, maintains, and participates in the preparation of the Assembly Daily Journal and other Assembly publications and documents; provides advice and information on parliamentary and Assembly procedures to legislative staff, various state agencies, and the public.

Essential Duties:

- Assists in the overall coordination and organization of the activities of the "Assembly Desk" in providing assistance to Members, committees, and legislative staff.
- Documents the actions taken on the Assembly Floor.
- Organizes, supervises, coordinates, maintains, and participates in the preparation of complete and accurate official records of Assembly proceedings and actions.
- Coordinates, supervises, and participates in the editing and preparation of final publications and documents, and the filing of the final record with the Secretary of State.
- Checks and reviews amendments, bills, and committee reports submitted to the "Assembly Desk" for completeness, format, and compliance with applicable rules and procedures.
- Assists in the editing and preparation of other Assembly publications.
- Maintains records and compiles information for annual and other periodic Assembly publications.
- Provides advice and information on parliamentary and Assembly procedures to legislative staff, various state agencies, and the public.

- Assists in the coordination of the activities of the Office of the Chief Clerk with Member's offices, and other Assembly, Senate, and various state offices.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related tasks as assigned.

Knowledge of/Ability to:

- Principles, operations, and publications of the California Legislature, including committee and leadership structure.
- Rules of the Assembly, Joint Rules, the State Constitution, and the customs and precedence that govern the Assembly.
- Publications methods and procedures, particularly those used at the Office of State Publishing.
- Proper grammar, spelling, usage, and punctuation, as well as Assembly and legislative style.
- Principles of proofreading, editing, filing, and indexing.
- Use the Legislative Information System, legislative publications, and other resources to research procedural, historical, or related questions and issues.
- Use Microsoft Office and other productivity applications to compile, publish, or present research results, and prepare training and other informational materials.
- Provide advice and information on parliamentary and Assembly procedures to legislative staff, other state agencies, and the public.
- Exercise discretion and maintain confidentiality when interacting with Members, staff, advocates, the public, and other state agencies.
- Establish and maintain cooperative and professional relationships with those contacted in the course of work.
- Employ good judgment and make sound decisions in accordance with established procedures and policies.
- Maintain performance, professionalism, and attention to detail while working under pressure and while dealing with multiple projects, deadlines, demands, and constant change.
- Understand and carry out directions.
- Communicate clearly and concisely, orally and in writing.
- Work efficiently and effectively at all times.
- Work independently in the absence of supervision.
- Access, input, and retrieve information from a computer.
- Sit at a workstation for extended periods of time as necessary.
- Work extended hours as necessary.

Contact: Submit cover letter and resume to Sue Parker at sue.parker@asm.ca.gov with "Principle Clerk" in the subject line.

All materials must be received by 5:00 p.m., on Friday, October 13, 2023.