



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Boerner

**Classification:** Scheduler

**Posted:** April 21, 2023

Assemblymember Tasha Boerner is seeking a Scheduler for her Capitol Office to manage a complex and dynamic calendar, schedule District Office and Capitol meetings, arrange travel, as well as track and help prepare the Assemblymember's FPPC reports. Other duties include, but are not limited to, assisting with office management, tracking and ordering supplies, helping ensure employee access to necessary office resources, and facilitating honorary legislative resolutions. Applicants must be highly organized, detail oriented, and proficient with a variety of computer applications. The Assembly salary range for the classification of Scheduler is \$48,972 - \$99,936, annually. The successful candidate's salary for this position is anticipated to be established between \$48,972 - \$65,000, annually.

**Contact:** Please send cover letter and resume to [rob.charles@asm.ca.gov](mailto:rob.charles@asm.ca.gov).