CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Bonta
Classification: Scheduler
Posted: August 18, 2023

Assemblymember Bonta seeks a Full-Time Scheduler based out of her District Office (Oakland) 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, updating contact lists, front desk management, 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. Professionalism, courtesy, and respect are essential – not just between team members and colleagues, but for interactions with constituents and visitors to the office. This is a full-time position, with salary commensurate with experience. The Assembly offers a comprehensive benefits package. The Assembly salary range for the classification of Scheduler is $43,572 - $79,452 annually.

Contact: To apply, send a resume with the subject line: Scheduler to Rowena Brown (rowena.brown@asm.ca.gov) and Tomasa Dueñas (tomasa.duenas@asm.ca.gov).