CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Mathis
Classification: Scheduler/ Legislative Assistant
Posted: June 2, 2023

Assemblyman Devon Mathis (R- Visalia) is seeking a Scheduler/ Legislative Assistant to join his Capitol Office. Responsibilities include: managing a dynamic and complex calendar for the Capitol, responding to and processing scheduling requests, answering phones and greeting constituents and other stakeholders, tracking FPPC reporting, ordering office supplies, reviewing mail and invitations, providing Legislative assistance for 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 between $51,912 - $60,000, annually, however, the salary range for this classification is $51,912 - $105,936.

Contact: Please send resume and cover letter to Aaron Rice, aaron.rice@asm.ca.gov