CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Bonta
Classification: Scheduler/ Legislative Assistant
Posted: January 31, 2024

Assemblymember Bonta has an opening for a Scheduler/Legislative Assistant to work out of her Capitol Office to manage a complex and dynamic calendar, schedule Capitol meetings, arrange travel and travel-related reimbursements, as well as track and prepare the Assemblymember's FPPC reports. Other duties include, but are not limited to, assisting with office and front desk management, supporting the legislative team with administrative tasks, and tracking and ordering supplies. Applicants must be highly organized, detail-oriented, and have the ability to thrive in a fast-paced, collaborative environment. Successful applicants will have the ability to manage complex priorities on tight deadlines while maintaining exceptional professionalism, as well as a deep sense of service in this responsible position of public trust. This is a full-time position, with salary commensurate with experience. The Assembly offers a comprehensive benefits package. The salary range for this position, Scheduler/Legislative Assistant, is $4,326 - $8,828 monthly. The successful candidate's salary for this position is anticipated to be between $5,416 and $6,500 monthly, commiserate with experience.

Contact: To apply, please send a resume and cover letter under the subject: **Scheduler/Legislative Assistant** to Tomasa Dueñas, tomasa.duenas@asm.ca.gov