# CALIFORNIA STATE ASSEMBLY
# JOB LISTINGS

**Office:** Assemblymember Hoover
**Classification:** Scheduler/ Legislative Assistant
**Posted:** March 28, 2023

Assemblymember Josh Hoover (R- Folsom) 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 established between $51,912 - $60,000, annually.

**Contact:** Please send resume to Teresa Trujillo, Teresa.trujillo@asm.ca.gov