



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Wallis

Classification: Scheduler/Legislative Assistant

Posted: January 24, 2023

Assemblymember Greg Wallis (R-Rancho Mirage) is seeking a Scheduler/Legislative Assistant to join his Capitol team. Responsibilities include (among others): managing a dynamic and complex calendar for Capitol and district, responding to and processing scheduling requests, making travel arrangements, tracking FPPC reporting, ordering office supplies, reviewing mail and invitations, answering phones and greets constituents and other stakeholders, providing assistance to Legislative Director in committee and floor preparation and other duties as assigned. Candidates must demonstrate outstanding attention to detail, excellent communications skills, and thrive working in a fast-paced team environment while balancing multiple competing priorities. The Assembly salary range for the classification of Scheduler/Legislative Assistant is \$48,972 - \$99,936, annually. The successful candidate's salary for this position is anticipated to be established between \$48,972 - \$60,000, annually.

Contact: Please send cover letter and resume to Francis Barraza, francis.barraza@asm.ca.gov.