



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember McKinnor

Classification: Secretary

Posted: January 10, 2024

Assemblymember Tina McKinnor is seeking a Secretary/Office Assistant. Candidates must be highly organized, detail-oriented and be able to manage multiple tasks in a fast-paced work environment. Ideal applicant will be able to work efficiently and effectively under deadlines, and work extended hours as necessary when legislative functions dictate. Qualified candidates must be proactive self-starters and possess the ability to work effectively in a team setting. Communicate clearly and concisely, and demonstrate excellent writing and analytical skills. Employ good judgment and make sound decisions in accordance with established policies and procedures. Responsibilities include, but are not limited to, answering multi-line telephones in a professional manner, responding to constituent and public inquiries. Manage an active office, greeting the general public, elected officials, staff and state and local agencies. Collect, sort, and distribute incoming and outgoing mail. Compile letters, memoranda, reports or other materials from notes or rough drafts. Maintain office files and records. Provide backup scheduling for the Assemblymember. This position is located in Sacramento. The successful candidate's salary for this position is anticipated to be between \$43,572 - \$52,648, annually, however, the salary range for this classification is \$43,572 - 79,452.

Contact: To apply, please send resume and cover letter to Terry Schanz, Terry.schanz@asm.ca.gov.