



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Robert Rivas, Speaker, CA State Assembly  
**Classification:** Secretary  
**Posted:** December 20, 2023

**Basic Functions:** Serves as Receptionist, performs a variety of routine clerical office tasks, secretarial functions and administrative support.

**Duties:** Answer 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.

**Knowledge Of:** An understanding of the legislative process and proficient with a variety of computer applications.

**Skills Desired:** 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.

**Salary:** 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.

**Job Location and Final Filing Deadline:** Position is based in Sacramento, CA. Applications will be accepted until December 30, 2023.

**Contact:** Submit a resume to [kelly.roberts@asm.ca.gov](mailto:kelly.roberts@asm.ca.gov).