



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Speaker Robert Rivas

Classification: Administrative Pool Secretary

Posted: March 12, 2026

Description:

The Administrative Pool Secretary initially trains for several weeks in the Speaker's Office and is then assigned to different Assemblymember's offices to provide administrative support on an as needed basis.

Duties:

- Greets the public, elected officials and staff in a professional manner.
- Answers multi-line telephones and direct callers appropriately.
- Depending on assignment, organizes Assemblymember's schedule and makes travel arrangements.
- Responds to constituent and public inquiries.
- Collects, sorts, and distributes incoming and outgoing mail.
- Writes letters, reports and other correspondence.
- Maintains office files and records.
- Performs other secretarial and clerical work as assigned.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.

Qualifications:

- Strong computer skills.
- Able to communicate clearly and concisely orally and in writing.
- Excellent writing and analytical skills.
- Proper use of English, spelling, and punctuation.
- Highly organized, detail-oriented and able to manage multiple tasks in a fast-paced, team-oriented environment.
- Good judgment and sound decision making in accordance with established procedures and policies.
- Able to work efficiently and effectively independently and under pressure.
- Able to work extended hours as necessary when legislative functions dictate.

Salary:

The salary range for this classification is \$4,834 - \$7,000 monthly. The anticipated salary for this position is anticipated to be between \$4,834 - \$5,027 monthly.

Contact: Send a resume, cover letter and three references to kelly.roberts@asm.ca.gov.