



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Judiciary Committee

**Classification:** Assistant Secretary

**Posted:** February 7, 2025

The Assembly Judiciary Committee is looking for an energetic, organized, adaptable, and friendly individual with excellent communication skills to join our team as the committee's Assistant Secretary. The position's job duties include assisting the primary Committee Secretary with committee procedures and committee hearing preparation; maintaining the Committee's bill files; assisting committee counsel; answering the telephones; tracking bills; and performing general office duties. The committee's office is a very collegial environment that can, at times, require occasional work under pressure and on weekends or in the evenings. Ideally, a successful applicant would be familiar with the legislative process and have a strong desire to serve the public. Salary range: \$3,631 to \$6,621.

**Contact:** To apply, please email cover letter and resume to [cindy.morante@asm.ca.gov](mailto:cindy.morante@asm.ca.gov)