CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Office of the Chief Clerk
Classification: Assistant Clerk – Floor Analysis
Posted: November 5, 2026

Supports the preparation of Floor analysis for bills and resolutions. Key responsibilities include processing Floor amendments, communicating with committee staff, proofreading and editing legislative publications, and helping with various tasks at the Assembly Desk as needed.

ESSENTIAL DUTIES:

- Receives and processes Floor amendments, and edits and proofreads Floor analyses.
- Assists legislative staff and members of the public in understanding rules and procedures and accessing legislative information.
- Assists in the preparation and publication of official information processed at the Assembly Desk, including Assembly proceedings and actions, via the Legislative Information System, Daily Journal, Histories and other publications.
- Assists in preparing and maintaining accurate and complete official records of legislation and maintaining necessary files.
- Reads messages, bill information, and other items, as directed, into the official record of Assembly Floor proceedings and maintains the daily roll of Members present.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related tasks as assigned.

KNOWLEDGE OF/ABILITY TO:

- Principles, operations, and publications of the California State Legislature.

- Proper grammar, spelling, usage and punctuation, as well as the principles of filing and indexing.
- Learn the principles, procedures, and techniques of recording and documenting official proceedings and actions of the Assembly and preparing the appropriate publications.
- Develop research skills and use the Legislative Information System, legislative publications, and other resources to research legislative history and parliamentary procedure.
- Use Microsoft Office and other productivity applications to compile, publish, or present research results and prepare training and other informational materials.
- Understand and carry out directions.
- Work efficiently and effectively under pressure.
- Establish and maintain cooperative relationships with colleagues and staff from other departments and agencies.
- Exercise discretion and maintain confidentiality when interacting with Members, staff, advocates, the public, and other state agencies
- Sit at a workstation for extended periods of time as necessary.
- Work extended hours as necessary.

Compensation:

The salary range for this classification is $4,834 to $7,426. A successful candidate's salary is anticipated to be between $4,834 to $5,200.

Contact: Submit cover letter and email to Tammy.Eller@asm.ca.gov with "Assistant Clerk – Floor Analysis" in the subject line.

All materials must be received by 5:00 p.m., on Friday, November 13, 2026.