CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Committee on Budget
Classification: Committee Assistant I
Posted: November 3, 2026
Monthly Salary Range: $5,000 - $8,717

The Assembly Committee on Budget seeks a Committee Assistant. Responsibilities include answering the phones and greeting visitors, administering committee and subcommittee hearings; responding to inquiries from the legislature and the public; proofreading and distributing subcommittee hearing agendas, committee analyses, and other hearing materials; tracking legislation; processing amendments to the Budget Act and other budget legislation; maintaining bill files and other Committee records including archiving the records; processing position letters on legislation in the Committee; organizing and tracking budget priority correspondence from member offices; and managing and posting materials to the Committee website. Flexibility, attention to detail, and the ability to handle a number of tasks at once, including being able to occasionally work on weekends or in the evenings, are critical skills for this position. Experience in a committee setting is preferred, but not necessary. We are a friendly and team-oriented office.

The salary range for this classification is $5,000 - $8,717 per month. It is anticipated the candidate will be hired between $5,000 to $7,500 per month depending on experience or by transfer of an existing Assembly employee. Significant relevant experience performing like-duties in the California Legislature is required to reach the higher end of the salary range. Current Assembly employees of non-returning offices are encouraged to apply.

Contact: Please submit a resume and cover letter, noting your relevant experience and salary expectations, to **Christian Griffith** via email at Christian.Griffith@asm.ca.gov. Phone calls or walk-ins will not be accepted.