



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Banking and Finance

**Classification:** Committee Secretary

**Posted:** October 29, 2025

The Assembly Banking and Finance Committee seeks an energetic Committee Secretary to join our team. We are a friendly and team oriented office. The ideal candidate possesses the following attributes:

- Detail-oriented
- Solutions-driven
- Flexible
- Highly organized

Primary responsibilities include:

- Answer the Committee Main Phone line and Greet Guests
- Schedule regular bill, information, and oversight hearings
- Schedule Staff Briefings
- Oversee the logistics of committee hearings and be responsible for the timely preparation and distribution of all related reports.
- Tracking bills
- Processing amendments
- Maintaining and archiving records
- Managing the committee's web pages.
- Drafting, posting, and distributing Legislative Summaries

Flexibility 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.

The Assembly salary range for Committee Secretary I is \$3,631 - \$6,621 monthly. The salary range for Committee Secretary II is \$4,085 - \$11,454 monthly. Final compensation is commensurate with experience. Significant relevant experience is required to reach the higher end of the salary range.

**Contact:**

Please send cover letters and resumes to [Desiree.NguyenOrth@asm.ca.gov](mailto:Desiree.NguyenOrth@asm.ca.gov).