



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Public Safety Committee

**Classification:** Committee Secretary I

**Posted:** December 17, 2025

The Assembly Committee on Public Safety seeks an energetic Committee Secretary to join our team. Responsibilities include answering the phones and greeting visitors; administering committee hearings; responding to inquiries from the legislature and the public; proofreading and distributing committee analyses and other hearing materials; assembling hearing binders; tracking legislation; processing amendments to legislation; maintaining bill files and other Committee records, including archiving the records; processing position letters on legislation; and managing and posting materials to the Committee website. Multi-tasking and flexibility, including being able to occasionally work in the evenings and, in very rare instances, on the weekends, are required for this position. Experience in a committee setting is preferred, but not necessary. We are a friendly and team-oriented office.

The Assembly salary range for Committee Secretary I is \$3,631 - \$6,621 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 [Andrew.Ironside@asm.ca.gov](mailto:Andrew.Ironside@asm.ca.gov) subject line "Committee Secretary, Public Safety".