



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Aging and Long-Term Care Committee
Classification: Committee Secretary I/II
Posted: March 4, 2025

The Assembly Aging and Long-Term Care Committee is hiring a Committee Secretary. We are looking for a detail-oriented and personable professional who wants to partner in a small policy office. Job duties of this position include, among other tasks: preparing for and assisting the committee for hearings; tracking and processing legislation; maintaining bill files and hearing materials; formatting and proofreading analyses; assisting the Chief Consultant, communicating and coordinating with other legislative offices, state agencies, constituents and the public. This position also provides administrative office support to the committee.

The successful candidate will need to be flexible and adjust to changing office needs, including being available to work evenings and weekends occasionally as the legislative schedule dictates. Candidate must be an excellent written and verbal communicator with some knowledge of the legislative process, basic office computer software and able to maintain a determined, positive attitude and a high degree of organization, under the pressures of the legislative calendar.

The Assembly salary range for Committee Secretary I is \$3,631 - \$6,621 monthly, the salary range for Committee Secretary II is \$4,085 to \$11,454 monthly. Final compensation is commensurate with experience. Significant relevant experience performing like duties in the Legislature is required to reach the higher end of the salary range. It is likely the candidate will be hired between \$5,417/month and \$7,000/month. In the event of a transfer, workload reduction may be a factor in determining compensation.

Note: Candidates with significant experience in the Committee Secretary role would also serve as a back up to other Committees, providing training to new Committee secretaries and covering vacancies and leaves of absence.

Contact: Please submit a cover letter and resume as soon as possible to Elizabeth.Fuller@asm.ca.gov. Include "Committee Secretary" in the subject line. Position will be open through March 18, 2026, or until filled.