CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Labor and Employment Committee
Classification: Committee Secretary I or II
Posted: April 11, 2025

The Assembly Labor and Employment Committee 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 binders; tracking legislation; processing amendments to legislation; maintaining bill files and other Committee records including archiving the records; processing position letters on legislation in the Committee; and managing and posting materials to the Committee website. 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. We are a friendly and team oriented office.

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 megan.lane@asm.ca.gov by 5:00 p.m. on April 24, 2025.