



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Joint Legislative Audit Committee
Classification: Committee Secretary I or II
Posted: January 27, 2025

The Joint Legislative Audit 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 public; proofreading and distributing analyses and other hearing materials; assembling binders; tracking legislation; processing amendments to audit requests; maintaining files and other Committee records, including archiving records; processing position letters in the Committee; preparing end of session reports; 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 monthly salary range for Committee Secretary I is \$3,631 - \$6,621. The monthly salary range for Committee Secretary II is \$4,085 - \$11,454. 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 Wesley.Opp@asm.ca.gov by 5:00 p.m. on February 20, 2025.