



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Environmental Safety and Toxic Materials Committee

Classification: Committee Assistant II

Location: State Capitol, Sacramento, CA

Posted: October 7, 2026

The Assembly Environmental Safety and Toxic Materials Committee seeks an experienced Committee Assistant to join its team. The ideal candidate possesses the following attributes:

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

Primary responsibilities include:

- Answer the Committee main phone line and greeting 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
- Input votes into the system and process bills in the system with the Assembly desk
- Edit analyses
- Processing amendments
- Maintaining and archiving records
- Managing the committee's web pages.
- Drafting, posting, and distributing Legislative Summaries for Chair

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.

Depending on experience and eligibility, hiring may be made at the Committee Assistant II level (monthly range: \$5,000 – \$8,717) or Committee Assistant III level (\$5,417 – \$10,601). The anticipated hiring range for a Committee Assistant II level is between \$5,000 and \$5,417 and the anticipated hiring range for a Committee Assistant III level is between \$5,417 and \$6,000 monthly depending on experience. Please note that a lateral transfer may not result in a salary increase.

Contact: Send resumes and references to Josh.Tooker@asm.ca.gov. Include the words "Committee Assistant" in the subject line.