



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Speaker's Office, Policy Unit

Classification: Executive Secretary

Posted: March 13, 2024

Monthly Salary Range: \$4,085 – \$10,725

The Speaker's Office seeks an Executive Secretary for the Policy Unit. Candidates should have strong attention to detail and knowledge of the legislative process, as well as the ability to work efficiently in a fast-paced environment. Duties include office management, scheduling for policy staff, and general support services related to legislation. Strong communication, organizational, and writing skills are required. A successful candidate will also be proficient in various computer applications, such as Microsoft Office Suite. The Assembly salary range for the classification of Executive Secretary is \$4,085 - \$10,725, monthly. The anticipated salary range is between \$4,167 and \$6,700, monthly. Candidates will need significant experience (including strong familiarity and understanding of the legislative process/environment) to reach the top of the range.

Please submit a cover letter and resume for consideration to Jessica Sidney via email at Jessica.Sidney@asm.ca.gov by 5:00pm on Friday, March 22, 2024.