



Serving as a liaison between the district and the Member by maintaining an awareness of, and involvement in, district affairs and issues, and reports to the Member as appropriate. Coordinating office procedures, routine correspondence, telephone inquiries, events, and special projects. Complies with Assembly policies and rules as outlined in the Personnel Policy Manual. Does other related work as assigned.

Candidates must have a reliable source of transportation to attend in-person meetings and events, the ability to assist with setting up tables, the office canopy, and other equipment for events, and be able to work a flexible schedule, including evenings and weekends as required.

The Assembly salary range for this position is \$5,417 - \$7,845 monthly. Final compensation is commensurate with experience. Significant relevant experience is required to reach the higher end of the salary range. Current Assembly employees of non-returning offices are encouraged to apply.

**Contact:** Please submit a cover letter and resume for consideration to Matthew Dobler, at [Matthew.Dobler@asm.ca.gov](mailto:Matthew.Dobler@asm.ca.gov)