CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assembly Committee on Higher Education
Classification: Committee Assistant II
Posted: June 29, 2026
Monthly Salary Range: $4,085 - $11,454

The Assembly Committee on Higher Education, a fast paced and high bill volume Committee, seeks a Committee Assistant II. Responsibilities include, but are not limited to, preparing for and staffing the Committee for hearings; tracking and processing legislation; maintaining bill files and other Committee records including archiving the records; formatting and proofreading analyses and other materials; processing amendments to legislation; processing position letters on legislation in the Committee; and managing and posting materials to the Committee website; assisting the consultants, communicating, and coordinating with other legislative offices, state agencies, constituents, and the public. This position also provides administrative office support to the Committee, including, but not limited to, answering the phones and greeting visitors.

The successful candidate will be a detail-oriented, personable professional, with excellent verbal and written communication skills, strong awareness and understanding of the Legislative Process and Legislative Deadlines, competent in core office software programs, including, but not limited to, Committee Services, have a high level of organizational skills, and have the ability to handle a number of tasks at once, including being able to occasionally work on weekends or in the evenings. Experience in a committee setting is preferred.

The salary range for this classification is $4,085-$11,454 per month. It is anticipated the candidate will be hired between $5,417 to $7,500 per month depending on experience. Significant relevant experience performing like-duties in the California Legislature is required to reach the higher end of the salary range.

Contact: To apply, email a cover letter, three references and resume to Jeanice.Warden@asm.ca.gov include "Committee Assistant" in the subject line.

Posted: 6/29/26