CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Jessica Caloza
Classification: Scheduler
Monthly Salary Range: $5,417 - $8,159 monthly
Posted: October 28, 2026

Assemblymember Jessica Caloza seeks a full-time Scheduler based in the Capitol office to manage a complex and dynamic calendar, schedule District and Capitol meetings, arrange travel, transportation, and travel related reimbursements, as well as track and prepare the Assemblymember's FPPC reports. Other duties include but are not limited to, assisting with office and front desk management, tracking and ordering supplies, and facilitating legislative resolutions. Applicants must be highly organized, detail oriented, and have the ability to thrive in a fast-paced, collaborative environment.

Successful candidates must be able to demonstrate meticulous attention to detail, strong oral and written communication skills, the ability to work cooperatively and courteously with others, and the ability to communicate tactfully with members of the public who have a variety of perspectives and opinions. Applicants must have the ability to effectively organize and follow up on action items under pressure and manage complex priorities on tight deadlines while maintaining exceptional professionalism, as well as a deep sense of service and accountability in this position of public trust. The ideal candidate will be able to handle multiple projects simultaneously and meet deadlines, be a proactive self-starter who possesses strong communication skills, deadline-driven team environment supporting the direction of the Assemblymember.

The Assembly offers a comprehensive benefits package. The salary range for this position, Scheduler/Legislative Assistant, is $5,417 - $8,159 monthly. It is anticipated that position will be at the start of the range. Final compensation is commensurate with experience, and significant legislative experience is required to reach the upper end of the salary range.

Contact: To apply, please email your resume and three professional references to Salina Valenica, Chief of Staff at Salina.Valencia@asm.ca.gov. Please write "Scheduler Position" in the subject line. Phone calls or walk-ins will not be accepted.

Posted: 10/28/26