



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. Successful candidates will be proactive self-starters who possess strong communication skills and who thrive within a collaborative, fast-paced, dynamic, and 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. 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 a single PDF document containing your resume, three professional references, a cover letter, and one writing sample that showcase communication skills relevant to the role to [Joshua.Whitfield@asm.ca.gov](mailto:Joshua.Whitfield@asm.ca.gov). Please write "Scheduler Position" in the subject line. Phone calls or walk-ins will not be accepted.