



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember David Alvarez

Classification: Scheduler/Legislative Assistant

Posted: December 19, 2025

Monthly Salary: \$5,417-\$7,845 monthly. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Location: State Capitol, Sacramento, CA

Assemblymember David Alvarez is seeking a Scheduler/Legislative Assistant for his Capitol Office. Under the direction of the Assemblymember and Chief of Staff, the Scheduler will manage the Member's calendar and be responsible for scheduling both Capitol and District meetings and events, arranging travel, processing travel-related reimbursements, and assisting with FPCC gift tracking and behested payment reports. Other duties include but are not limited to, assisting with office management, tracking and ordering supplies, and facilitating resolution requests. Applicants must be highly organized, detail-oriented, and have the ability to manage complex and competing priorities on tight deadlines.

Contact: Interested applicants should email a copy of their resume and a cover letter to Travis.Knowles@asm.ca.gov. Please write "Scheduler Position" in the subject line.