



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Tasha Boerner
Classification: Scheduler/Legislative Assistant
Posted: April 17, 2024

Assemblymember Tasha Boerner seeks a full-time scheduler based in her Capitol Office to manage a complex calendar. Duties include scheduling meetings and events, arranging travel and travel-related reimbursements for the Assemblymember, tracking gifts and preparing the Assemblymember's FPPC reports, and assisting with daily office functions.

Other duties include, but are not limited to, front desk management, tracking and ordering supplies, providing timely responses to inquiries, and other duties as assigned. Applicants must be highly organized, detail-oriented, flexible and adaptable, ability to work in a fast-paced environment. The ideal candidate is someone who likes to tackle new challenges, enjoy administrative tasks and have the ability to quickly adapt and respond to arising issues.

The salary range for this position, Scheduler/Legislative Assistant, is \$4,326 - \$8,828 monthly along with a comprehensive benefits package. It is anticipated that salary for a successful candidate will be between \$4,326 - \$6,700 monthly based on experience.

Contact: To apply, please send a resume and cover letter to Annie Pham at Annie.Pham@asm.ca.gov