



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Mark Gonzalez

**Classification:** Scheduler/Legislative Assistant

**Posted:** January 20, 2026

Assemblymember Mark Gonzalez seeks a full-time Scheduler based in his Capitol Office to manage a complex and dynamic calendar, schedule Capitol meetings, arrange travel and travel-related reimbursements, as well as track gifts and prepare the Assemblymember's FPPC reports. Other duties include, but are not limited to, coordinating with staff scheduling in the district, 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. In addition to scheduling responsibilities, this position offers the opportunity to grow professionally in the legislative process. Under the guidance of the Legislative Director, there may be opportunity to assist in advancing the Member's legislative package, including—but not limited to—staffing bills and policy committee hearings, conducting policy research, drafting talking points, fact sheets, and support/opposition letters, meeting with stakeholders, and advising the Assemblymember on specific issue areas.

Successful applicants will have the ability to manage complex priorities on tight deadlines, while maintaining exceptional professionalism, as well as a deep sense of service in this responsible position of public trust.

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, significant experience is required to reach the upper end of the salary range.

**Contact:** To apply, please send a resume and cover letter under the subject: Scheduler to Jaspreet Johl at [Jaspreet.Johl@asm.ca.gov](mailto:Jaspreet.Johl@asm.ca.gov).