



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Heather Hadwick

Classification: Scheduler/Legislative Assistant

Posted: January 27, 2026

Salary Range: \$5,417 - \$7,845 monthly

Assemblywoman Heather Hadwick is seeking a Scheduler/Legislative Assistant for the Capitol Office. Responsibilities will include scheduling for the member in the Capitol and district, front desk management, FPPC reporting, and a range of administrative duties. Candidates must have prior experience scheduling and familiarity with the legislative calendar. Our ideal Scheduler/Legislative Assistant will be organized, on-time, able to multi-task and meet deadlines, and be a team-player with a positive attitude! Familiarity with the 1st Assembly District is a plus. Qualified candidates should be proactive self-starters who possess strong communication skills and the ability to work effectively in a team environment. Must have valid driver's license and access to automobile. English and Spanish bilingual candidates are encouraged to apply.

The Assembly salary range for this position is \$5,417 - \$7,845 monthly. The successful candidate's salary for this position is anticipated to be established to commensurate with experience.

Contact: Using the subject line, "AD 1 - Job Position – Scheduler/Legislative Assistant," send your resume to Hannah Skaggs, Chief of Staff, at Hannah.Skaggs@asm.ca.gov.