



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Health Committee

**Classification:** Committee Secretary I or II

**Posted:** May 1, 2024

**Monthly Salary Range:**

Committee Secretary I: \$3,631 to \$6,621

Committee Secretary II: \$4,085 to \$11,454

Classification and Compensation will be determined based on experience.

The Assembly Health Committee seeks an energetic and friendly Committee Secretary to join our team. Responsibilities include answering the phones and greeting visitors, administering committee hearings; responding to inquiries from the legislature and the public; proofreading and distributing committee analyses and other hearing materials; assembling binders; tracking legislation; processing amendments to legislation; maintaining bill files and other Committee records including archiving the records; processing position letters on legislation in the Committee; and managing and posting materials to the Committee website. Flexibility and the ability to handle a number of tasks at once, including being able to occasionally work on weekends or in the evenings, are critical skills for this position. Experience in a committee setting is preferred, but not necessary. We are a friendly and team oriented office.

**Contact:** To apply please email, subject line: Committee secretary: a cover letter describing relevant experience, resume, and two references to Lara Flynn, Chief Consultant, by 5:00 pm on May 17, 2024, [lara.flynn@asm.ca.gov](mailto:lara.flynn@asm.ca.gov)