



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Military and Veterans Affairs Committee

**Classification:** Committee Secretary I or II

**Posted:** January 6, 2023

The Assembly Committee on Military and Veterans Affairs seeks a conscientious and industrious Committee Secretary I or II, depending on experience. Responsibilities include preparing committee hearings and managing and recording hearing proceedings; proofreading and distributing committee materials; tracking legislation; processing amendments to legislation; maintaining committee records; updating the committee's webpage; and responding to inquiries from the legislature and the public. The position requires flexibility, the ability to multitask, discretion, sociability, and attention to detail. Committee experience is not required. Status as a veteran of the US Armed Forces is not required, but is a strong positive qualification. The Assembly salary range for the classification of Committee Secretary I is \$41,100 to \$74,952 and Committee Secretary II is \$46,248 to \$82,584, annually.

**Contact:** To apply, please submit a résumé, cover letter and references to Christian Burkin, Chief Consultant, Assembly Committee on Military and Veterans Affairs, at [Christian.Burkin@asm.ca.gov](mailto:Christian.Burkin@asm.ca.gov). The deadline for application is Jan. 31, 2023.