



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember L. Rivas

Classification: Secretary

Posted: January 18, 2023

Basic Function: Provides Member Offices with assistance and representation in legislative programs and communications of high complexity or significance. Provides related staff support, including back-up scheduling/maintaining Member's calendar, office assistance and clerical and secretarial functions of a standing committee

Essential Duties:

- Assist Scheduler as needed with meetings, appointments; maintains Member's calendar.
- Collects, sorts, and distributes incoming and outgoing mail.
- Compiling letters, reports or other materials from notes or rough drafts copy.
- Plans and coordinates office activities.
- Assist Scheduler as needed to make travel arrangements.
- Answers telephones, directs callers to appropriate party, and serves as receptionist.
- Perform secretarial and clerical work.
- Prepare response letters and compose correspondence independently.
- Performs other related work as assigned.

Knowledge of/Ability to:

- Access, input and retrieve information from a computer and other resources.
- Work extended hours as necessary when legislative functions dictate.
- Communicate clearly and concisely; demonstrate excellent writing/analytical skills.
- Proper English usage, spelling, and punctuation.
- Perform difficult and responsible secretarial and clerical work.

- Prepare reports and compose correspondence independently.
- Employ good judgment and make sound decisions in accordance with established procedures and policies
- Work efficiently and effectively under pressure.

The salary schedule for this position is between \$41,100 and \$74,952 annually.

Contact: Please send resume and cover letter to Chief of Staff, Matthew Montgomery, at Matthew.Montgomery@asm.ca.gov.