



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee, Capitol Institute

Classification: Senior Assistant (Trainer)

Posted: October 26, 2022

Monthly Salary Range: \$4,807 to \$11,452

Final Filing: Until filled

Hours: Full-time (35 hours/week)

Salary: Commensurate With Experience

Position Location: Legislative Office Building (LOB), 1020 N Street, Room 373, Sacramento, CA 95814

Position Description:

The Senior Assistant is a full-time, professional-level trainer position, supervised by, and reporting to, the Director of the Capitol Institute.

Duties and Responsibilities:

- Teaches and facilitates various training courses for Assembly employees and Assemblymembers.
- Assists in planning, reviewing, and implementing biennial compliance training.
- Assists with the development of new course material.
- Works with key legislative staff to develop and update current course materials.
- Assists with scheduling, preparing materials, and arranging speakers for guest presentations.
- Performs professional, analytical, and administrative responsibilities for the Capitol Institute.
- Routinely interacts with Assembly staff to answer questions on training materials and courses.
- Performs other related work as assigned.

Knowledge of/Ability to:

- Minimum of 3-5 years of California legislative experience is preferred.
- Various functions of the California Legislature, including legislative process and Assembly and Senate office procedures; both Capitol and district office experience is desirable.
- Training/teaching methods and techniques.
- Develop and implement training curriculum.
- Train, teach, facilitate, and speak publicly.
- Exhibit strong written and interpersonal skills with emphasis on attention to detail.
- Utilize technology in the course of work, including proficiency in Microsoft Outlook, Excel, Word, and PowerPoint.
- Utilize ZOOM for delivery of webinars and meetings.
- Organize and prioritize a variety of tasks/projects.
- Work additional hours based upon the business needs of the department. The need for additional hours may occur at any time during the year, including during preparation prior to and following the two-year election cycle and related to travel through the state.
- Routine travel within the State of California.

Contact: Submit cover letter and resume to:
Human.Resources@asm.ca.gov.