



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Zbur

Classification: Scheduler/Legislative Assistant or Scheduler/Senior Assistant

Posted: 03/11/2024

Assemblymember Rick Chavez Zbur is seeking to fill a full-time job opening for a Scheduler/Legislative Assistant based in his Capitol Office.

Under the supervision of the Chief of Staff, the Scheduler/Legislative Assistant will be responsible for managing a complex and dynamic calendar, scheduling meetings, arranging travel and travel-related reimbursements, tracking the Assemblymember's FPPC reports, and other duties as assigned. Other duties include, but are not limited to, assisting with office and front desk management, tracking and ordering supplies, and maintaining professional relationships with constituents and other stakeholders who engage with the office. Under the supervision of the Legislative Director, the Scheduler/Legislative Assistant will also be responsible for staffing bills through the legislative process.

Candidates should demonstrate meticulous attention to detail, strong oral and written communication skills, the ability to work cooperatively and courteously with others, and the ability to communicate tactfully with members of the public who have a variety of perspectives and opinions.

Successful applicants will have the ability to effectively organize and follow up on action items under pressure and manage complex priorities on tight deadlines while maintaining exceptional professionalism, as well as a deep sense of service and accountability in this position of public trust.

The ideal candidate will have at least one year of legislative experience, working either in the Legislature or with the Legislature, and the ability to write clearly and concisely, handle multiple projects simultaneously, and meet deadlines. Successful candidates will be proactive self-starters who possess strong communication skills and who thrive within a collaborative, fast-paced, dynamic, and deadline-driven team environment supporting the direction of the Assemblymember.

The salary range for Scheduler/Legislative Assistant is \$4,326 - \$8,828 per month. The successful candidate's salary for this position is anticipated to be established between \$4,584 - \$7,084 per month, plus benefits, with the potential for a more experienced candidate to be considered in the salary range for Scheduler/Senior Assistant range of \$5,095 - \$12,139 monthly, plus benefits. Final compensation is commensurate with experience. Significant experience is required to reach the higher end of the range.

Contact: Interested applicants should e-mail a single PDF document containing your resume with three professional references, cover letter, and two writing samples that showcase your communication skills and experience relevant to the role to Tami.Martin@asm.ca.gov. Please write "Scheduler Position" in the subject line. Phone calls or walk-ins will not be accepted.