

Assembly Rules Committee

Room 3016, State Capitol, P. O. Box 942849, Sacramento, CA 94249-0115, (916) 319-2800

IMPORTANT RULES COMMITTEE INFORMATION. PLEASE READ THIS NOTIFICATION CAREFULLY.

To: All Assembly Employees
From: Assembly Rules Committee
Subject: Job Announcements

ASSEMBLY JOB POSTINGS

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Assembly Rules Committee
Office Assistant

Final Filing: 5:00 pm, Monday, May 11, 2015
Starting Salary: \$1897/mo. (Salary depending on experience)
Position Location: 1020 N Street, Suite 300
Sacramento, CA 95814

Duties and Responsibilities:

Performs a variety of clerical and administrative functions in the office, including serving as front office reception. Position requires good judgment and discretion and the ability to move from one project to another with little advance notice.

Requirements

- Answers the telephone and serves as receptionist.
- Performs clerical and administrative work, requiring excellent judgment and discretion.
- Assists in the collection, analysis and distribution of information.
- Demonstrated proficiency with Microsoft Excel, Word and Outlook, including mail merges and spreadsheets.
- Assists in the maintenance and organization of records and accounts.
- Establishes, revises and maintains filing systems and performs related clerical procedures.
- Operates a wide variety of office equipment, including computers, copiers and facsimile equipment.
- Ability to maintain confidentiality.
- Communicates clearly and concisely.
- Makes sound decisions in accordance with rules, regulations and policies.
- Works efficiently and effectively under pressure with excellent attention to detail.
- Establishes and maintains cooperative and professional relationships with employees and the public.

Information

This position requires the incumbent to work from 9:00 am – 5:00 pm, Monday through Friday. Additional hours may be required as dictated by the needs of the department.

To Apply:

Please submit cover letter, resume and salary requirements to: Assembly.Benefits@asm.ca.gov

Or mail materials to:

**Assembly Rules Committee
ATTN: Recruiter
1020 N Street, Suite 300
Sacramento, CA 95814**

PRIVATE OR GOVERNMENT SECTOR ANNOUNCEMENTS

Periodically, the Assembly Rules Committee receives information about job opportunities in private and other government sectors. You may contact these entities directly for more information.

To apply for a position, send a cover letter, your resume, and references to the address listed in the announcement. We will update this listing as new job announcements are available to us.

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**Wilke Fleury
Legislative Assistant**

WILKE FLEURY is looking to hire an experienced, professional *Legislative Assistant* to support the firm’s lobbyists and attorneys. This is a full-time, at will, non-exempt position. Requirements of the Position include: an A.A. degree or equivalent from a two-year college or technical school, two-to three years legislative experience, knowledge of restrictions of FPPC requirements and the availability to work overtime on weekdays and weekends as needed.

QUALITIES:

- Highly organized
- Able to multi-task
- Punctual
- Excellent attention to detail
- Advanced computer skills
- Excellent spelling, grammar, punctuation

DUTIES INCLUDE:

- Legislative Tracking
- Billing Tracking
- Correspondence and Communication
- Scheduling and Events
- Records Management

TECHNICAL SKILLS:

In addition to legislative experience and professional business communication standards, a Legislative Assistant at Wilke Fleury is capable of learning and utilizing the firm’s software programs including but not limited to: Microsoft Word, Excel, Outlook, and Powerpoint, iManage (DMS), Adobe Acrobat Pro (.pdfs), CCC MacroPro (Macros), Intellipad (CRM), Internet (for research), and Judicial Council Forms.

TO APPLY:

Send your resume and salary expectations to Human Resources at kbn@wilkefleury.com.

The Council of State Governments West
Policy Analyst

Final Filing: Friday, May 1, 2015

The Council of State Governments West (CSG West), a nonprofit, nonpartisan organization serving Western state legislatures, seeks a policy analyst to provide staff support and research to assigned policy committees and forums.

JOB SUMMARY:

The Policy Analyst is responsible, through self-direction and in concert with the Executive Director, for providing staff support and research to assigned policy committees and forums. Moreover, the position entails conducting outreach and communication duties, as well as providing optimal customer service to Western legislatures through other responsibilities as assigned.

SKILLS & ABILITIES

- Understanding of state and federal legislative processes.
- Strong research, writing and editing skills.
- Ability to function in high pressure environments.
- Analytical, with an ability to distill and present complex information in a concise manner.
- Excellent interpersonal skills, including maturity, an ability to work independently and in a team setting.
- Ability to organize, prioritize and complete multiple projects in a detail-oriented manner.
- Possess solid computer skills, specifically Microsoft Excel and Word, as well as general website management.
- Self-motivated, able to take initiative and see complex tasks through completion.
- Excellent work ethic, dependable, resourceful and willing to work non-traditional hours- usually dependent on events and enjoy a fast-pace environment
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For more information visit: <https://csg.applicantpro.com/jobs/211396.html>

The Council of State Governments West
Meetings and Programs Associate

Final Filing: Friday, May 1, 2015

The Council of State Governments West (CSG West), a nonprofit, nonpartisan organization serving Western state legislatures, seeks a policy analyst to provide staff support and research to assigned policy committees and forums.

JOB SUMMARY

The Meeting and Program Associate plans, coordinates and carries out events, with primary focus in facilitating the organization's legislative training programs.

SKILLS & ABILITIES

- Ability to effectively work in a highly collaborative team environment.
- Driven to provide excellent customer service.
- Strong writing and editing skills.
- Ability to function in high pressure environments.
- Excellent interpersonal skills, maturity, and an ability to work independently and in a team setting.
- Entrepreneurial and an ability to identify new processes and opportunities.
- Ability to organize, prioritize and complete multiple projects in a detail-oriented manner.

- Possess solid computer skills, specifically in Microsoft Excel and Word.
- Self-motivated, able to take initiative and see complex tasks through completion.
- Excellent work ethic, dependable, resourceful and willing to work non-traditional hours.
- Exercise initiative and good judgment.
- Ability to prioritize and coordinate activities in order to meet schedule and timelines.
- Ability to communicate, both verbally and in writing, with business contacts and legislators in a courteous and professional manner.

For more information visit: <https://csg.applicantpro.com/jobs/212008.html>
