

## IMPORTANT RULES COMMITTEE INFORMATION. PLEASE READ THIS NOTIFICATION CAREFULLY.

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

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### ASSEMBLY JOB POSTINGS

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#### Office Assistant Assembly Rules Committee

**Final Filing:** 5:00 pm, Thursday, April 30, 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](mailto: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.



**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](mailto:kbn@wilkefleury.com).