

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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No Assembly Jobs at this time.
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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.