



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Adrin Nazarian

Classification: Scheduler

Posted: January 3, 2017

Assemblymember Adrin Nazarian (D-West Toluca Lake) seeks an organized and detail-oriented scheduler for his Capitol office. Key responsibilities include, but are not limited to, maintaining the Assemblymember's Capitol and District schedules, coordinating travel arrangements, managing files/related records, and handling correspondence. Seeking a candidate with strong communication skills, who will integrate well into a tight-knit team. Prior scheduling and Capitol experience are preferred, but not required. Interested candidates should (1/3)

Contact: email resume to Daniel.Savage@asm.ca.gov, indicating "Scheduler" in the subject line.

January 10, 2017