



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Committee on Public Employees, Retirement and Social Security

Classification: Committee Secretary

Posted: 02/09/2017

Responsibilities: The Committee Secretary ensures smooth functioning of the Committee Office and prepares materials for the Chief Consultant and Committee Chair. The incumbent will provide day to day office support with administrative functions such as office organization, correspondence, record upkeep, telephones and fax, and other duties assigned by the Chief Consultant. During an official hearing of the Committee, the Secretary is responsible for posting notice and materials, calling roll and recording votes. The Secretary may also be required to assist in the research of various legislative proposals under direction of the Chief Consultant.

Qualifications: The position will require strict confidentiality and attention to detail. The incumbent should possess strong editing, writing, and communications skills along with familiarity of various word processing formats and document editing/control. A fundamental knowledge of the Legislative process is required and preference given to a background in legislative work. Early and late work hours may be necessary during certain times of the year and at the behest of the Chair. This position will require the ability to multi-task, stay organized under rapid deadlines, and be a self-starter. Hours: Full-Time

Contact: Please send resume and cover letter to
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