CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Asm. Nazarian
Classification: Scheduler
Posted: 10/16/2017

Assemblymember Adrin Nazarian (D-West Toluca Lake) seeks an organized and detail-oriented scheduler/administrative assistant for his Capitol office. Key responsibilities include, but are not be 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 is a fast learner and a team player. Prior scheduling and Capitol experience are preferred, but not required.

Contact: Interested candidates should email their cover letter, references and resume to Daniel.Savage@asm.ca.gov indicating "Scheduler" in the subject line.