



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Committee on Rules

Classification: Senior Assistant (\$4,018-\$8,702/mo)

Posted: May 29, 2018

Position Location:

Legislative Office Building
1020 N Street, Sacramento, CA

Position Description:

The Senior Assistant is a full-time, professional-level position, supervised by the Director of the Capitol Institute.

Duties and Responsibilities:

- Teaches and facilitates various training courses for Assembly employees and Assemblymembers.
- Assists with the development of new course material.
- Works with key Legislative staff to develop and update current course materials
- Performs professional, analytical and administrative responsibilities for the Capitol Institute.
- Assists with scheduling, preparing materials, and arranging speakers for guest presentations.
- Routinely interacts with Assembly staff to answer questions on training materials and courses.
- Performs other related work as assigned.

Knowledge of/Ability to:

- Minimum of 3-5 years of Legislative experience.
- Legislative process, including Assembly and Senate procedures.
- Perform trainings, including public speaking and facilitating discussion.
- Training methods and techniques.
- Exhibit strong attention to detail and organizational skills.
- Exhibit strong written and interpersonal skills.
- Display strong computer skills including proficiency in Microsoft PowerPoint.
- Multitask and establish priorities.
- Work additional hours based upon the business needs of the department.
- Travel within the State of California.

Contact: To apply, submit a cover letter and resume to:
Human.Resources@asm.ca.gov.