

Knowledge/Ability of:

- Modern office practices and procedures, including business correspondence, filing, and standard office equipment operation.
- Proper English usage, spelling and punctuation
- Employ good judgement and make sound decisions in accordance with established procedures and policies.
- Work extended hours as necessary, when legislative functions dictate
- Works efficiently and effectively under pressure
- Take notes at meetings, events, and prepare clear and concise reports

The monthly salary range is \$4,085 - \$10,725, commensurate with experience.

Contact: Submit resume and cover letter to: Veronica.Lopez@asm.ca.gov.