



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Ta

Classification: Scheduler/Legislative Assistant

Posted: April 24, 2024

Assemblymember Ta seeks a full-time Scheduler based in the Capitol Office to manage a complex and dynamic calendar, schedule District and Capitol meetings, arrange travel and travel-related reimbursements, as well as track and prepare the Assemblymember's FPPC reports. Legislative tasks will include facilitating resolutions, conducting bill research, managing bills through the legislative process, and engaging with stakeholders. Other duties include but are not limited to, assisting with office and front desk management, tracking and ordering supplies. Applicants must be highly organized, detail-oriented, and have the ability to thrive in a fast-paced, collaborative environment.

Successful applicants will have the ability to manage complex priorities on tight deadlines while maintaining exceptional professionalism, as well as a deep sense of service in this responsible position of public trust. This is a full-time position, with a salary commensurate with experience. The Assembly offers a comprehensive benefits package. The salary range for this position, Scheduler/Legislative Assistant, is \$4,326 - \$8,828 monthly. The successful candidate's salary for this position is anticipated to be between \$4,326 - \$4,700 monthly.

Contact: To apply, please send a resume and cover letter under the subject: **Scheduler** to Emanuel.Patrascu@asm.ca.gov