



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Environmental Safety and Toxic Materials Committee

Classification: Committee Secretary I or II

Posted: December 20, 2024

The Assembly Environmental Safety and Toxic Materials Committee seeks an energetic and friendly Committee Secretary to join our team. Responsibilities include answering the phones and greeting visitors, administering committee hearings; responding to inquiries from the legislature and the public; proofreading and distributing committee analyses and other hearing materials; tracking legislation; processing amendments to legislation; maintaining bill files and other Committee records including archiving the records; processing position letters on legislation in the Committee; and managing and posting materials to the Committee website. Flexibility and the ability to handle a number of tasks at once, including being able to occasionally work on weekends or in the evenings, are critical skills for this position. Experience in a committee setting is preferred, but not necessary. We are a friendly and team oriented office.

The Assembly salary range for Committee Secretary I is \$3,631 - \$6,621 monthly. The salary range for Committee Secretary II is \$4,085 - \$11,454 monthly. Final compensation is commensurate with experience. Significant relevant experience is required to reach the higher end of the salary range.

Contact: Please send cover letters and resumes to Josh.Tooker@asm.ca.gov by 5:00 p.m. on 12/30/24.