



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblywoman Rubio

Classification: Executive Secretary

Posted: April 1, 2024 (Updated July 19, 2024)

Assemblywoman Blanca E. Rubio is seeking an Executive Secretary. The candidate will work out of the West Covina District Office under the supervision of the District Director and Chief of Staff

Must have an understanding of the policies and procedures of the Assembly and the ability to perform complex clerical work requiring judgement and discretion.

Candidate will perform a variety of duties, but not limited to,

- Serves as a personal secretary to the member and office staff
- Schedules appointments with an understanding of priorities
- Performs secretarial and clerical work involving the use of judgement and an understanding of the political and legislative process
- Assists in the resolution of constituent problems and concerns
- Liaison between the Member and constituents, district organizations, local governments, and state agencies
- Assist with coordinating Capitol and district office activities
- Serves as a receptionist. Answering calls and being the front of office greeter
- Establishes, reviews, and maintains filing systems and other clerical procedures
- Operates a wide variety of office equipment and monitors/replenishes office supplies
- Does other related work as assigned

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 salary range for this position is \$4,085 - \$7,295 monthly, with the exact compensation commensurate with experience.

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