



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Ward

Classification: Scheduler

Posted: September 3, 2024

Assemblymember Ward is seeking a Scheduler to join his Capitol team. Responsibilities include managing a dynamic and complex calendar, responding to and processing all scheduling requests, making travel arrangements, tracking FPPC and behested reporting, and other duties as assigned. Candidates must demonstrate outstanding attention to detail, excellent communications skills, and thrive working in a fast-paced team environment while balancing multiple competing priorities. The salary range for the Scheduler/Legislative Assistant is \$5,417-\$7,845 monthly. However, the anticipated monthly salary will likely be between \$5,417-\$5,833, as no legislative work will be expected for this position. Final compensation is commensurate with experience. Significant administrative experience is required to reach the higher end of the salary range.

Contact: Please send a cover letter and resume to Bethany.Westfall@asm.ca.gov with "SCHEDULER" in the subject line.