

CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Robert Garcia **Classification:** Scheduler/Legislative Assistant

Posted: December 3, 2024

Final Filing: December 20, 2024. Current Assembly employees of non-returning offices are encouraged to apply.

Monthly Salary: \$5,417-\$7,845 monthly. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Location: State Capitol, Sacramento, CA

Assemblymember Robert Garcia is seeking a Scheduler/Legislative Assistant for his Capitol Office. Under the direction of the Chief of Staff, the Scheduler will manage the Member's calendar and be responsible for scheduling both Capitol and District meetings and events, arranging travel, processing travelrelated reimbursements, and assisting with FPPC gift tracking and behested payment reports. Other duties include but are not limited to, assisting with office management, tracking and ordering supplies, and facilitating resolution requests. Applicants must be organized and prepared to work in a supportive, fast-paced, professional environment and comfortable working with the public. This position maintains hours from Monday through Friday, 9 a.m. to 5 p.m., but may occasionally require extended working hours as legislative functions dictate.

Contact: Interested applicants should email a copy of their resume and a cover letter to <u>Matthew.Montgomery@asm.ca.gov</u>. Please write "Scheduler Position – (Your Name)" in the subject line of your email.