



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Bryan
Classification: Secretary
Posted: May 28, 2024

Assemblymember Bryan seeks a part-time Secretary based out of his District Office to work closely with his Scheduler to manage a complex and dynamic District calendar, schedule District meetings, and assist with district office administrative activities. Other duties include, but are not limited to, tracking and ordering supplies, updating contact lists, front desk management, helping employees access necessary office resources, and other duties as legislative needs require.

Applicants must demonstrate outstanding attention to detail, superlative communication skills, and 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 part-time (21-hr/week) position. Assembly salary range for the classification of Secretary at these hours is \$2,178 to \$3,972 monthly (based on experience).

Contact: Please send a resume and cover letter under the subject District Secretary to Caleb Rabinowitz at caleb.rabinowitz@asm.ca.gov .