



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Speaker Robert Rivas

Classification: Secretary

Posted: June 19, 2024

Description:

This position performs a variety of administrative, clerical and secretarial functions within the Speaker's Office.

Duties:

- Greets the public, elected officials and staff in a professional manner.
- Answers multi-line telephones and direct callers appropriately.
- Responds to constituent and public inquiries.
- Collects, sorts, and distributes incoming and outgoing mail.
- Writes letters, reports and other correspondence.
- Maintains office files and records.
- Performs other secretarial and clerical work as assigned.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.

Qualifications:

- Strong computer skills.
- Able to communicate clearly and concisely orally and in writing.
- Excellent writing and analytical skills.
- Proper use of English, spelling, and punctuation.
- Strong working knowledge of the legislative process.
- Highly organized, detail-oriented and able to manage multiple tasks in a fast-paced, team-oriented environment.
- Good judgment and sound decision making in accordance with established procedures and policies.
- Able to work efficiently and effectively independently and under pressure.

- Able to work extended hours as necessary when legislative functions dictate.

Salary:

The salary range for this classification is \$43,572 - \$79,452. The anticipated salary for this position is anticipated to be between \$43,572 - \$52,648.

To Apply:

Send a resume, cover letter and three references to kelly.roberts@asm.ca.gov.