



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Higher Education Committee

Classification: Committee Secretary I

Posted: January 6, 2023

Monthly Salary Range: \$3,425 - \$6,246

The Assembly Committee on Higher Education seeks a Committee Secretary. This position requires a high level of organization, attention to detail, initiative, excellent communication and proofreading skills, the ability to multi-task, and flexibility to adjust and respond to changing office needs. Job duties include, but are not limited to: preparing for and assisting with committee hearings; tracking and processing bills; maintaining bill files; formatting and proofreading analyses; assisting committee consultants; communicating with legislative staff and constituents; and performing general office duties. Desirable qualifications and experience include knowledge of the legislative process, excellent interpersonal skills, and prior experience as a committee secretary.

Contact: To apply, please email a transmittal letter and resume to Jeanice.Warden@asm.ca.gov by January 31, 2023.