



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Hoover

Classification: Office Assistant

Posted: January 10, 2023

Will work out of the District Office in Rancho Cordova (soon to be moving to Folsom) and acts within the district as a representative and liaison of the Assemblymember.

Duties: Will perform a variety of duties including, but not limited to, responding to a variety of constituent services and inquiries, professional interpersonal communications, responding to telephone calls, and responding to mail.

Skills Desired: Candidates must have excellent written and oral communication skills, as well as an attention to detail.

The Assembly salary range for the classification of Office Assistant is \$41,100 – \$62,640, annually.

Contact: Matt Hedges / matt.hedges@asm.ca.gov