



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Health Committee

Classification: Committee Secretary I or II

Posted: May 1, 2024

Monthly Salary Range:

Committee Secretary I: \$3,631 to \$6,621

The Assembly Health Committee seeks an energetic and friendly Committee Secretary to join our team. Responsibilities include answering the phones and greeting visitors, administering committee hearings; responding to inquiries from the legislature and the public; proofreading and distributing committee analyses and other hearing materials; assembling binders; tracking legislation; processing amendments to legislation; maintaining bill files and other Committee records including archiving the records; processing position letters on legislation in the Committee; and managing and posting materials to the Committee website. Flexibility and the ability to handle a number of tasks at once, including being able to occasionally work on weekends or in the evenings, are critical skills for this position. Experience in a committee setting is preferred, but not necessary. We are a friendly and team oriented office.

Contact: To apply please email, subject line: Committee secretary: a cover letter describing relevant experience, resume, and two references to Lara Flynn, Chief Consultant, by 5:00 pm on May 17, 2024, lara.flynn@asm.ca.gov

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