CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Calderon
Classification: Scheduler
Posted: March 5, 2024

Assemblymember Calderon seeks a full-time Scheduler based in her Capitol Office to manage a complex and dynamic calendar, schedule Capitol meetings, arrange travel and travel-related reimbursements, as well as track gifts and prepare the Assemblymember's FPPC reports. Other duties include, but are not limited to, coordinating with staff scheduling in the district, assisting with office and front desk management, tracking and ordering supplies, and facilitating legislative resolutions. Applicants must be highly organized, detail-oriented, and have 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 full-time, with salary commensurate with experience. The Assembly offers a comprehensive benefits package. The salary range for this position, Scheduler/Legislative Assistant, is $4,326 - $8,828 monthly. It is anticipated that the successful candidate's salary will be between $4,326/mo. to $5,833/mo. Final compensation is commensurate with experience.

Contact: To apply, please send a resume and cover letter under the subject: Scheduler to Lucia Saldivar at lucia.saldivar@asm.ca.gov