



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Office of the Chief Clerk

Classification: Assistant Clerk

Posted: January 27, 2025

Salary Range: \$3,932 - \$6,920 Monthly

Perform general office clerk duties; assist with maintaining office common areas; assist in the coordination and preparation of Assembly documents and publications; assist in the coordination of Assembly activities during legislative session and the maintenance of appropriate records; and provides assistance to legislative staff and the public as needed.

ESSENTIAL DUTIES:

- Handles incoming calls and other communications.
- Assists legislative staff and members of the public in understanding rules and procedures and accessing legislative information.
- Assists in the preparation and publication of official information, including Assembly proceedings and actions, via the Legislative Information System, Daily Journal, Histories and other publications.
- Receives and processes Third Reading amendments, and edits and proofreads Floor analyses.
- Assists in the engrossing and enrolling functions of preparing and maintaining accurate and complete official records of legislation by preparing jackets, delivering bills for the appropriate signatures, and maintaining necessary files.
- Maintains and operates the electronic voting system and display boards.
- Reads messages, bill information, and other items, as directed, into the official record of Assembly Floor proceedings and maintains the daily roll of Members present.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related tasks as assigned.

KNOWLEDGE OF/ABILITY TO:

- Principles, operations, and publications of the California State Legislature.
- Proper grammar, spelling, usage and punctuation, as well as the principles of filing and indexing.
- Learn the principles, procedures, and techniques of recording and documenting official proceedings and actions of the Assembly and preparing the appropriate publications.
- Develop research skills and use the Legislative Information System, legislative publications, and other resources to research legislative history and parliamentary procedure.
- Use Microsoft Office and other productivity applications to compile, publish, or present research results and prepare training and other informational materials.
- Understand and carry out directions.
- Work efficiently and effectively under pressure.
- Establish and maintain cooperative relationships with colleagues and staff from other departments and agencies.
- Exercise discretion and maintain confidentiality when interacting with Members, staff, advocates, the public, and other state agencies
- Sit at a workstation for extended periods of time as necessary.
- Work extended hours as necessary.

Contact: Please email cover letter and resume to Tammy.Eller@asm.ca.gov include Assistant Clerk Position on the subject line.

All materials must be received by 5:00 p.m., on Friday, February 14, 2025.