



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblywoman Blanca Pacheco

Classification: Scheduler

Posted: November 5, 2024

Assemblywoman Blanca Pacheco seeks a full-time Scheduler based in her Capitol Office to manage a complex and dynamic calendar, schedule Capitol and District meetings, arrange travel and travel-related reimbursements, as well as track and prepare the Assemblywoman's FPPC reports. Other duties include, but are not limited to, assisting with office and front desk management, tracking and ordering of 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.

Depending on the level of expertise, candidate may be considered for Scheduler/Legislative Assistant or Scheduler/Sr. Assistant. The Assembly salary range for the Scheduler/Legislative Assistant is \$4,326 - \$8,828 monthly. The salary range for Scheduler/Sr. Assistant is \$5,095 - \$12,139 monthly. Final compensation is commensurate with experience. Significant relevant experience is required to reach the higher end of the salary range. This position also offers a comprehensive benefits package. Current Assembly employees of non-returning offices are encouraged to apply.

Contact: To apply, please send a resume and cover letter under the subject: "Scheduler Application" to Nikki Johnson at nikki.johnson@asm.ca.gov