



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Phillip Chen

Classification: Scheduler

Posted: December 12, 2024

Basic Function:

Provides Member with assistance in scheduling the member's calendar, FPPC filings, Capitol Office supplies/equipment and related staff support.

Reports To: Member and Chief of Staff.

Distinguishing Characteristics:

Performs a variety of legislative support activities of moderate complexity with general direction and performs complex clerical office work. Acts on behalf of a Member within pre-established guidelines.

Essential Duties:

- Schedules Member's meetings, appointments, community events; maintains Member's calendar.
- Works with Staff to ensure background materials and talking points are provided to the Member prior scheduled state obligations, meetings or events.
- Coordinates with Rules Committee on submitting required approvals at the Member's discretion and submits member mileage reimbursement and Per Diem as needed
- Prepares and submits Member required FPPC obligations.
- Works with Chief of Staff to ensure the Capitol Office is properly supplied and equipped.
- Able to perform reception duties for the Capitol Office.
- Performs other related work as assigned

Knowledge of/Ability to:

- Process multiple Member scheduling requests and obtain Member guidance in a timely manner
- Communicate clearly and concisely
- Work efficiently and effectively under pressure with multiple deadlines and demands
- Access, input, and retrieve information from a computer and other resources
- Work effectively with Member, other legislative staff, representatives of interest groups and the general public
- Maintain performance, professionalism and attention to detail while working under
- pressure and while dealing with constant change
- Establish and maintain cooperative and professional relationships with Member, other
- Legislative staff, representatives of interest groups and the general public
- Work extended hours as necessary when legislative function dictate
- General knowledge of the Legislative process and functions of California state government preferred but not required

Compensation:

The Assembly salary range for the classification of Scheduler/Legislative Assistant is between \$5,417 and \$7,845 monthly. Current Assembly employees of non-returning offices are encouraged to apply. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Contact: Prospective applicants please email Resume to the Chief of Staff, Ali Navid at: ali.navid@asm.ca.gov