

CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Tina McKinnor Classification: Scheduler/Legislative Assistant Final Filing: January 17, 2025 COB Location: District Office, Inglewood, CA Posted: January 9, 2025

Assemblymember Tina McKinnor is seeking a Scheduler/Legislative Assistant for her District Office in Inglewood. Under the direction of the District Director and Chief of Staff, the Scheduler will manage the Member's calendar and be responsible for scheduling meetings and events, arranging travel and processing travel related reimbursements. Other duties include but are not limited to, assisting with office management, tracking and ordering supplies, and facilitating resolution requests. Applicants must be organized and prepared to work in a supportive, fast-paced, professional environment and comfortable working with the public. This position maintains hours from Monday through Friday, 9 a.m. to 5 p.m., but may require extended working hours as legislative functions dictate. Salary Range: \$5,417-\$7,845 monthly. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee. Current Assembly employees of nonreturning offices are encouraged to apply.

Contact: Interested applicants should email a copy of their resume and a cover letter to <u>Will.Mitchell@asm.ca.gov</u>. Please write "Scheduler Position – (Your Name)" in the subject line of your email.