CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblywoman Cottie Petrie-Norris
Classification: Scheduler/Legislative Assistant
Posted: November 19, 2024

Assemblywoman Cottie Petrie-Norris seeks a full-time Scheduler based in the Capitol Office to manage a complex and dynamic calendar, schedule District and Capitol meetings, arrange travel and travel-related reimbursements, as well as track and prepare the Assemblymember's FPPC reports. Other duties include, but are not limited to, 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 position, 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, with the potential for a more experienced candidate to be considered in the salary range for Scheduler/Senior Assistant, $5,095-$12,139 monthly.

Contact: To apply, please send a resume and cover letter under the subject: **Scheduler** to Brendan.Repicky@asm.ca.gov.