CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Rhodesia Ransom
Classification: Scheduler/Legislative Assistant
Posted: February 5, 2025
Final Filing: February 19, 2025. Current Assembly employees of non-returning offices are encouraged to apply.
Monthly Salary: $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.
Location: State Capitol, Sacramento, CA

Assemblymember Rhodesia Ransom is seeking a Scheduler/Legislative Assistant for her Capitol Office. Under the direction of the Chief of Staff, the Scheduler will manage the Member's calendar and be responsible for scheduling both Capitol and District meetings and events, arranging travel, processing travel-related reimbursements, and assisting with FPPC gift tracking and behested payment reports. Other duties include but are not limited to, assisting with office management, tracking and ordering supplies, and facilitating resolution requests. Applicants must be highly organized, detail-oriented, and have the ability to manage complex and competing priorities on tight deadlines.

Contact: Interested applicants should email a copy of their resume and a cover letter to Tania.Dikho@asm.ca.gov. Please write "Scheduler Position" in the subject line.