CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Adam Gray, Capitol Office
Classification: Office Assistant
Posted: 1/6/16

The responsibilities of this full-time job in the Sacramento office include a variety of routine clerical office tasks as the receptionist. Primarily, this person serves as the personal assistant to the Assemblymember. Tasks include answering phones, sorting mail, assisting legislative staff, assisting on scheduling for the Assemblymember, and coordinating with the district offices. Previous experience working in the State Capitol is preferred. Extended hours are necessary when legislative functions dictate.

Contact: Please email resume and references to Marva Diaz at marva.diaz@asm.ca.gov