



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Privacy and Consumer Protection Committee

**Classification:** Committee Secretary I or II

**Posted:** January 4, 2023

**Monthly Salary Range:** For Committee Secretary I: \$3,425 to \$6,246  
For Committee Secretary II: \$3,854 to \$10,806

The Assembly Privacy and Consumer Protection Committee seeks an energetic and friendly Committee Secretary. Responsibilities include attending and administering committee hearings; responding to inquiries from the legislature and the public; proofreading and distributing committee analyses and other hearing materials; tracking legislation; processing amendments to legislation; maintaining bill files and other committee records; accepting, collating, and ensuring the accuracy of position letters on legislation in the committee; and managing and posting materials to the committee website. Flexibility and the ability to handle a number of tasks at once, including being able to occasionally work on weekends or in the evenings, are critical skills for this position. Experience in a committee setting is preferred, but not necessary. We are a collegial and supportive office!

**Contact:** Your cover letter, describing relevant experience and noting your salary expectations, may be addressed to Jith Meganathan, Chief Consultant, Assembly Privacy & Consumer Protection Committee, Legislative Office Building, 1020 N Street, Room 162, Sacramento, CA 95814. Please submit your cover letter, resume, and two references to [jith.meganathan@asm.ca.gov](mailto:jith.meganathan@asm.ca.gov).