



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Privacy and Consumer Protection Committee

Classification: Committee Secretary

Posted: July 20, 2021

The Assembly Privacy and Consumer Protection Committee is hiring a Committee Secretary. This position requires a high level of organization, excellent communication and proofreading skills, the ability to manage multiple competing tasks at once, and flexibility to adjust and respond to changing office needs, including being available to work evenings and weekends on occasion when the Legislative schedule dictates.

Job duties include, among other tasks: preparing for and assisting with committee hearings; tracking and processing bills; maintaining bill files and hearing materials; formatting and proofreading analyses; assisting Committee consultants; answering telephones; communicating with legislative staff, constituents, and the public in a welcoming manner; and performing general office duties. Qualified applicants will ideally have prior experience as a committee secretary, knowledge of the legislative process, and an interest in public policy.

Contact: The application deadline is COB Thursday, September 30. To apply, please email cover letter and resume to nichole.rocha@asm.ca.gov.