



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Jim Patterson  
**Classification:** Scheduler/Legislative Assistant  
**Posted:** May 1, 2024

Assemblyman Jim Patterson seeks a full time Capitol Office Scheduler/Legislative Assistant. Applicants should have excellent attention to detail, exceptional written and verbal communication, will work efficiently and effectively under pressure with multiple deadlines, both independently and with others. Responsibilities include but are not limited to: maintaining Member and staff calendars, ensuring day-to-day administrative needs of the office are met, arranging travel and travel-related reimbursements, tracking gifts and preparing the Assemblymember's FPPC report, attending meetings/hearings on behalf of the Member, bill analysis, and producing reports on key issues pertaining to legislation or constituents. Knowledge of the legislative process and state government is appreciated.

The salary range for this position, Scheduler/Legislative Assistant, is \$4,326 - \$8,828 monthly along with a comprehensive benefits package. It is anticipated that salary for a successful candidate will be between \$4,326 - \$4,629 monthly based on experience.

**Contact:** To apply, please send a resume and two writing samples to the Chief of Staff, Christina Nelson at [Christina.Nelson@asm.ca.gov](mailto:Christina.Nelson@asm.ca.gov).