



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Speaker's Office – Office of Protocol

Classification: Associate Consultant

Posted: May 12, 2022

Office Background:

The Speaker's Office of Protocol is charged with many high-level events and functions. Protocol Office manages and coordinates all officially sanctioned international trips taken by Members of the Assembly. In addition, it welcomes several delegations from foreign governments throughout the year. Protocol also organizes and leads their own events in the Assembly. These events are wide ranging from meet and greets with community leaders, briefings of important issues to a large-scale, 2-day summit on poverty issues in California.

Basic Function:

The ideal candidate brings a positive attitude and a high degree of attention to detail and extensive event planning skills. Excellent research, oral and written communications skills are required, along with the ability to manage multiple projects, ability to work well under deadlines, and embrace a team-oriented philosophy and environment.

Essential Duties:

- Assists in the research and development of projects
- Maintains liaison with legislative staff, interest groups, various public agencies and the general public
- Plans and coordinates Protocol office activities
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual
- Performs other related work as assigned

Knowledge of/Ability to:

- Basic functions and organization of the Assembly

- Prepare reports and compose correspondence independently
- Employ good judgment and make sound decisions in accordance with established procedures and policies
- Communicate clearly and concisely; demonstrate excellent writing/analytical skills
- Establish and maintain cooperative relationships with constituent groups, international partners, and the public
- Work effectively with elected officials and community-based organizations
- Ability to work efficiently and effectively under pressure
- Proper English usage, spelling, and punctuation
- Work extended hours as necessary when legislative and project functions dictate
- Bilingual skills highly preferred

Contact:

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