



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Friedman  
**Classification:** Scheduler/Legislative Assistant  
**Posted:** January 20, 2023

The Assembly salary range for the classification of Scheduler/Legislative Assistant is \$4,081 to \$8,328, monthly.

Assemblymember Laura Friedman is seeking a Scheduler for her Capitol Office. The ideal candidate will have experience working in a legislative office, strong oral and written communication skills, the ability to manage an often complex calendar and travel arrangements, and work well in a fast-paced environment. Under the direction of the Chief of Staff, the Scheduler will be responsible for maintaining the Assemblymember's calendar, including Capitol, District, and Committee meetings, coordinating events with other staff, and general office management.

**Contact:** Please submit a cover letter and resume for consideration to Allison Ruff-Schuurman, Chief of Staff at:  
[allison.ruffschuurman@asm.ca.gov](mailto:allison.ruffschuurman@asm.ca.gov).