



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Boerner Horvath

Classification: Scheduler

Posted: January 4, 2023

Monthly Salary Range: \$4,081 to \$8,328

Assemblymember Tasha Boerner Horvath is seeking a Scheduler for her Capitol Office to manage a complex and dynamic calendar, schedule District Office and Capitol meetings, arrange travel, as well as track and help prepare the Assemblymember's FPPC reports. Other duties include, but are not limited to, assisting with office management, tracking and ordering supplies, helping ensure employee access to necessary office resources, and facilitating honorary legislative resolutions. Applicants must be highly organized, detail oriented, and proficient with a variety of computer applications.

Contact: Please send cover letter and resume to rob.charles@asm.ca.gov.