



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Ta

**Classification:** Office Assistant

**Posted:** December 8, 2025

Under the supervision of the District Director and Chief of Staff, the Office Assistant acts as an official representative and greeter in the Assemblymember's District Office, as well as performs a variety of clerical and secretarial functions in the office.

**Duties:** The ideal candidate will be able to work in a fast-paced, professional environment; be self-motivated to work as part of a team on behalf of Assemblymember Ta; and work extended hours when necessary. Specific duties include answering office telephones; greeting visitors; providing basic legislative information; directing incoming mail and voice mail messages; maintaining office files, office supplies and office equipment; logging positions on issues and bills in the Legislative Constituent Management System (LCMS); tracking and managing Fair Political Practices Commission reports for the Assemblymember; and other duties as assigned.

**Position Qualifications:** Strong oral and written communication skills are essential, in addition to proficiency with Microsoft Office and PC's. A familiarity with the legislative process is preferred.

The Assembly salary range for the classification of Office Assistant is \$4,583 - \$4,767, monthly. It is anticipated that the candidate's salary will be at the start of the range.

**Contact:** To apply, please submit a cover letter and resume to [Emanuel.Patrascu@asm.ca.gov](mailto:Emanuel.Patrascu@asm.ca.gov).