



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Haney

Classification: Scheduler/Legislative Assistant

Posted: July 14, 2025

Assemblymember Haney seeks a full-time Scheduler based in his Capitol Office to manage a complex and dynamic calendar, schedule Capitol meetings, arrange travel and travel-related reimbursements, as well as track gifts and prepare the Assemblymember's FPPC reports. Other duties include, but are not limited to, coordinating with staff scheduling in the district, assisting with office and front desk management, tracking and ordering supplies, and facilitating legislative resolutions. Applicants must be highly organized, detail oriented, and have the ability to thrive in a fast-paced, collaborative environment. Successful applicants will have the ability to manage complex priorities on tight deadlines, while maintaining exceptional professionalism, as well as a deep sense of service in this responsible position of public trust. The Assembly offers a comprehensive benefits package. The salary range for the Scheduler/Legislative Assistant position is \$5,417 - \$7,845 monthly. It is anticipated that the successful candidate's salary will be between, \$5,417/mo. to \$5,833/mo. Final compensation is commensurate with experience and significant experience is required to reach the upper end of the salary range.

Contact: To apply, please send a resume and cover letter under the subject: Scheduler to Abigail Rivamonte Mesa at Abigail.RivamonteMesa@asm.ca.gov.