



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblyman Tom Lackey, District Office

**Classification:** Office Assistant

**Posted:** 03/1/2024

**Monthly Salary Range:** \$3,631- \$5,533 monthly

Assemblymember Tom Lackey is seeking an Office Assistant for his District office in Palmdale. The Office Assistant's primary responsibilities include a variety of routine clerical office tasks and assistance in maintaining records and files. Key duties include but are not limited to: collection, sorting, and distribution of incoming and outgoing mail; transcribing letters, memoranda, and reports; maintaining files and records; answering telephones and directing callers to appropriate party; and acting as a receptionist for the office.

Qualified candidates will be proficient in business letter writing and modern office methods and procedures; performing routine office clerical work; learning to operate office equipment and learn office methods, rules, and policies; working independently in the absence of supervision; establishing and maintaining cooperative relationships with those contacted in the course of work; working efficiently and effectively in a fast-paced environment.

The Assembly salary range for the classification of Office Assistant is \$3,631- \$5,533 monthly. It is anticipated that the successful candidate's salary will be between, \$3,631/mo. to \$3,812/mo. Final compensation is commensurate with experience.

**Contact:** Submit resume to [Elisa.Arcidiacono@asm.ca.gov](mailto:Elisa.Arcidiacono@asm.ca.gov) with the subject line "Office Assistant."