



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**DIVISION:** LEGAL DIVISION

**POSITION:** SEASONAL CLERK, FPPC  
TEMPORARY – 3 months, Part or Full Time

**SALARY:** \$3167 - 3570 per month

**FINAL FILING DATE:** May 27, 2026

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### **Duties Include:**

Under the supervision of the General Counsel and Assistant General Counsel, employees in this position are responsible for converting paper files to electronic format. Duties include sorting, organizing and scanning documents.

### **Desirable Qualifications:**

The incumbent must possess good written and oral communication skills, must be able to work independently and collaboratively and must be able to exercise good judgment. Must also be dependable, organized and have experience with organizing electronic documents, word processing and electronic mail. The incumbent must have strong computer skills. The incumbent must be available to work Monday through Friday between 8:00 a.m. and 5:00 p.m.

*Applicants who receive public assistance under the CalWORKs program shall be given hiring priority consideration as provided in GC, Section 19063. Applicants who receive public assistance must identify themselves as CalWORKs recipients in the comments section of the STD 678, Examination/Employment Application. Applicants must submit verification of CalWORKs eligibility, which may include the most recent Notice of Action showing Temporary Assistance for Needy Families (TANF) eligibility or a copy of the most recent aid check stub. Applicants may obtain verification from the CalWORKs program.*

### **How to Apply:**

Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for this position please apply at <https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=518223> or forward a State application (STD. 678) to:

Fair Political Practices Commission  
**Attn: Michelle Rios**  
1102 Q Street, Suite 3050  
Sacramento, CA 95811  
or  
[mrios@fppc.ca.gov](mailto:mrios@fppc.ca.gov)