



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Asm. Rubio  
**Classification:** Field Representative  
**Posted:** June 29, 2018

Our office is seeking a hard-working, civic-minded Field Representative with good communication skills who can provide top-quality support. The ideal candidate for this role is professional and has 2+ years' experience working in a district office and has the ability to read, write, and speak intelligently about local and state policies. Qualified applicants should submit their resume as soon as possible. The Assembly offers a great benefits package!

**Basic Function:** Acts within a district as an official representative and liaison of the Member.

**Reports To:** Assembly Member, Chief of Staff and District Director.

**Supervise:** Generally, no supervisory responsibilities.

**Distinguishing Characteristics:** Functions as the second representative in a Member's district office, assisting the District Director. Must have an understanding of the policies and procedures of the Assembly and the ability to perform complex work requiring judgement and discretion. Must be extremely organized and able to adapt quickly in an ever-evolving office and team. Acts on behalf of the Member within specified guidelines.

### **Essential Duties:**

- Acts as the Member's representative by responding to a variety of constituent inquiries and problems, including professional interpersonal communications and responses to telephone calls and mail.
- Attends local government, community and private interest group meetings; produces reports describing key issues discussed.
- Makes presentations at events on behalf of the Member.
- Serves as liaison between the district and the Member by maintaining an awareness of and involvement in district affairs and issues, and reporting to the Member or District Director as appropriate.

- Coordinates office procedures, routine correspondence, telephone inquiries, events and special projects.
- Assists in the research and public discussion of legislation and amendments.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

**Knowledge Of/Ability To:**

- Principles, functions, practices, and operations of the CA State Legislature.
- District and State issues, current events, and relevant legislation.
- Basic journalism and communication.
- Establish and maintain cooperative relationships with local governments, private interest groups, community-based organizations and other general public.
- Use Windows, Microsoft Outlook, Word, Excel, and related software.
- Communicate clearly and concisely.
- Perform difficult secretarial and clerical work.
- Work efficiently and effectively under pressure.
- Employ good judgement, exercise diplomacy and professionalism, and make sound decisions in accordance with established procedures and policies.
- Work extended hours as necessary when legislative functions dictate.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Access, input and retrieve information from computer and other resource materials.

**Application deadline is Friday, July 6, 2018.**

**Contact:** Please submit cover letter and resume with the position you're applying for followed by your last name in the subject line to:  
[Leia.Fletes@asm.ca](mailto:Leia.Fletes@asm.ca)