



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Levine
Classification: Field Representative
Posted: April 20, 2022

Basic Functions: Under the supervision of the District Director, acts within the district as an official representative and liaison of the Assemblymember.

Duties: The Field Representative will perform a variety of duties including, but not limited to, responding to a variety of constituent services and inquiries, including professional interpersonal communications, telephone calls, and mail; attending local government, community, and private interest group meetings and producing reports describing key issues discussed; and making presentations at events on behalf of the Assemblymember. Responsibilities also include serving as a liaison between the district and the Assemblymember by maintaining an awareness of and involvement in district affairs and issues, and reporting to the Assemblymember as appropriate; coordinating office procedures, routine correspondence, telephone inquiries, events; and other related work as assigned.

Knowledge of: District and state issues, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, private interest groups, community-based organizations and other general public. Familiarity with the North Bay (Sonoma and Marin Counties) and issues facing the region is desired. The ideal candidate would also be familiar with the state legislative process, bill development and how state government interacts with other governmental entities.

Skills Desired: Candidates must possess outstanding written and oral communication skills, as well as an attention to detail. Superb writing skills and the ability to communicate clearly and concisely under tight deadlines. The position is based in Santa Rosa.

Contact: Submit a cover letter and resume to: Melissa.Apuya@asm.ca.gov