



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblywoman Cottie Petrie-Norris

Classification: Field Representative

Posted: July 25, 2022

Under the supervision of the Chief of Staff and District Coordinator, works out of the District Office and acts within the district as a representative and liaison of the Assemblymember.

Duties: The Field Representative will perform a variety of duties including, but not limited to, responding to constituent inquiries with State agencies and correspondence on legislative issues; attending local government and community organization meetings and producing reports describing key issues discussed; generating community events and meetings; developing strategies to achieve Member priorities and executing community outreach plans; making presentations at events on behalf of the Assemblywoman; and manages the production and tracking of resolutions, certificates and letters.

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 the general public. Familiarity with 74th Assembly district and issues facing the region is desired.

Skills Desired: Candidates must have excellent written and oral communication skills, as well as an attention to detail. Additionally, must be able to communicate effectively under tight deadlines.

The ideal candidate will be able to work efficiently and effectively under pressure, work extended hours as necessary when legislative functions dictate, and proficient in Microsoft Office and PC's

Additional Information: A car is required for the position. The position is full time in-office.

Contact: Please submit a cover letter & resume for consideration to Michael Tou, District Director, at michael.tou@asm.ca.gov.