CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Carrillo
Classification: Legislative Assistant
Posted: February 9, 2022

Assemblymember Wendy Carrillo is seeking an experienced Legislative Assistant to serve as an advisor and representative on all assigned legislative and policy matters. Key responsibilities will include, but not be limited to, preparing the Assemblymember for meetings, briefings, committee hearings, and Assembly floor activity; developing and planning all legislative initiatives in assigned policy areas; representing the Assemblymember in meetings and at events, and responding to constituent calls and requests for information, as directed. Qualified candidates will be self-motivated, and have a proven ability to work effectively in a team-oriented, fast-paced, dynamic and deadline driven environment; reliable attention to detail; exceptional writing and analytical skills; and strong interpersonal, negotiation, and organizational skills. Prior legislative experience is strongly preferred.

Contact: Qualified candidates should email a cover letter and resume to Chief of Staff, Edmundo.Cuevas@asm.ca.gov, indicating "Legislative Assistant" in the subject line.