CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Haney
Classification: Legislative Assistant
Posted: May 6, 2022

Assemblymember Matt Haney is seeking an experienced Legislative Assistant based in his Sacramento Capitol office. The Legislative Assistant is primarily charged with providing the Member with assistance in legislative programs and communications.

Duties include (but not limited to): Preparing the Assemblymember for meetings, briefings, committee hearings, and Assembly floor activity; follow and analyze legislation to advise the Member of issues relating to their legislative programs or constituency which includes developing and planning all legislative initiatives in assigned policy areas; representing the Assemblymember within pre-established guidelines in meetings and at events, and responding to constituent calls and requests for information, as directed. Performs other duties and responsibilities as required.

Skills desired: Candidate 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.

The ideal candidate will also be able to work effectively with Member, other legislative staff, representatives of interest groups and general public as well as work extended hours as necessary when legislative functions dictate.

This is a full-time position, with salary commensurate with experience. The Assembly offers a comprehensive benefits package.

Contact: Please submit a cover letter and resume by email to Abigail.RivamonteMesa@asm.ca.gov, with HANEY LEGISLATIVE ASSISTANT APPLICATION in the subject line.