



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Berman
Classification: Field Representative
Posted: February 1, 2023

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

Duties: Under the supervision of the District Director, the District Field Representative will act as a liaison between the Assemblymember and constituents, district organizations, local governments, and state agencies. As such, they must monitor any pertinent district or local issues, especially those involving state agencies and keep the Assemblymember, Chief of Staff, and District Director up to date. Other responsibilities include: constituent casework, event planning, and fieldwork cultivating relationships with constituents, local elected officials, businesses and community organizations on behalf of the Assemblymember; staffing the Assemblymember at community events and conducting research on policy issues of importance to the district.

Knowledge Of: 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 Peninsula/Silicon Valley 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 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.

Salary, Job Location, and Final Filing Deadline: The Assembly salary range for the classification of Field Representative is \$3,709-\$9,444 per month. The successful candidate's salary for this position is anticipated to be established between \$48,000-\$58,000, annually. Final compensation will be affected by relevant experience. Position is based in Palo Alto and is both in person in the field and district office. Applications will be accepted until the position is filled.

Contact: Submit a cover letter and resume to Mila Zelkha, District Director, at mila.zelkha@asm.ca.gov.