



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Calderon

**Classification:** Legislative Assistant

**Posted:** March 30, 2023

**Salary:** \$47,138 - \$120,132 annually (commensurate with experience)

**Office Location:** Capitol Office 1021 O Street Sacramento, CA 9814

### **Position Description:**

Under the direction of the Member and the Chief of Staff, the Legislative Assistant will perform a variety of legislative support activities of moderate complexity, with general direction. Acts on behalf of a Member within pre-established guidelines. The ideal candidate brings a positive attitude, a high degree of attention to detail, and excellent writing skills.

### **Duties and Responsibilities:**

- Follows and analyzes legislation to advise Member of issues relating to his/her legislative programs or constituency.
- Drafts bills and amendments.
- Develops background materials and talking points for the Member for committee hearings and floor actions.
- Attends meetings/hearings on behalf of the Member; produces reports on key issues discussed.
- Works with district office staff to help resolve constituent problems and concerns.
- Assists with preparation of speeches, background materials, reports and special projects.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

**Knowledge of/Ability to:**

- Principles, functions, practices, and operations of the California State Legislature.
- Legislative process.
- Organization and function of the California state government.
- Public information techniques and research methods.
- Assess implications of legislation and public statements upon a Member's constituency or legislative priorities.
- Explain complex legislative issues in simple and common terms.
- Communicate clearly and concisely.
- Work extended hours as necessary when legislative functions dictate.
- Work efficiently and effectively under pressure.
- Access, input, and retrieve information from a computer and other resources.
- Work effectively with Member, other legislative staff, representatives of interest groups and the general public.

**Contact:** Please submit cover letter and resume to [Lucia.Saldivar@asm.ca.gov](mailto:Lucia.Saldivar@asm.ca.gov) with the subject line "Legislative Assistant."