



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Ting
Classification: Legislative Director
Posted: January, 12, 2024

Assemblymember Ting is seeking to fill a full-time job opening for a Legislative Director based in the Capitol Office. The Legislative Director's primary responsibilities will be the development and movement of the Assemblymember's legislative agenda in collaboration with the Chief of Staff. Key duties will include, but are not limited to, researching and developing legislative proposals, providing guidance and direction to other staff, seeking out and communicating with key stakeholders, analyzing bills, providing policy recommendations, monitoring committee hearings and floor proceedings, drafting talking points, and preparing the Assemblymember for meetings, briefings and committee and Assembly floor activity.

Qualified candidates will be proactive self-starters who are highly organized, detail-oriented, creative, possess strong writing and analytical skills, employ good judgment, work well on deadline and under pressure, and able to successfully manage multiple and competing tasks and projects. Minimum of 3-6 years of legislative experience, excellent oral and written communication skills, and a strong background in policy and legislative process required. Candidates must have the ability to perform high administrative and policy-influencing functions and effectively work well in a fast-paced, team-oriented environment. The Legislative Director will also be expected to stay up-to-date on current events, especially those that involve the State of California and Assembly District 19.

The salary range for this classification is \$4,718 – \$11,011 per month. It is anticipated that the successful candidate's salary will be between, \$4,718/mo. to \$7,917/mo. Significant experience can result in a higher salary. Final compensation is commensurate with experience.

Contact: Tania.Dikho@asm.ca.gov with resume, writing sample, and at least three professional references.