



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Legislative Ethics Committee

Classification: Ethics Committee Chief Consultant (Chief Counsel)

Posted: March 15, 2024

Description: The Assembly Legislative Ethics Committee seeks a Chief Consultant to serve the California State Assembly. The Chief Consultant works closely with the Committee's Co-Chairs, Assemblymembers, Assembly staff, and the Assembly Rules Committee to oversee all issues related to ethics that may come before the Assembly.

Reports To: Chairs of the Assembly Legislative Ethics Committee

Salary: \$9,694 - \$23,090/month, it is anticipated that the successful candidates salary will be between \$9,694/month and \$15,000/month depending on experience.

Essential Duties:

- Responsible for advising Assemblymembers and Assembly staff on the application of ethics laws and the completion of financial disclosure forms.
- Processing ethics complaints, conducting ethics investigations, and presenting evidence at committee hearings as required under ethics complaint procedures.
- Conducting ethics trainings for Assemblymembers, Assembly staff, and registered lobbyists.
- Advising on the appropriate use of government resources and compliance with mailing limits.

- Monitoring the Fair Political Practices Commission.
- Advising on ethics legislation.
- Assisting the Assembly Rules Committee on various matters including outside employment activities and Legislative Open Records Act requests.
- Advising on behested payment reporting obligations and reviewing submitted behested payment reports.
- Conducting conflict of interest analyses to advise Assemblymembers and Assembly staff on whether they may participate in certain governmental decisions.

Knowledge of/Ability to:

- California ethics law, including the Political Reform Act of 1974, the Fair Political Practices Commission, and legislative procedures and principles.
- Any applicant must be an attorney licensed in the State of California.
- Train large groups of individuals.

Contact: Please send cover letter and resume to:
Human.Resources@asm.ca.gov, by close of business on March 29, 2024.