



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Jacqui Irwin

**Classification:** Field Representative

**Posted:** November 15, 2024

Assemblymember Irwin is seeking a Field Representative for her District Office in Thousand Oaks. This is an entry-level position. The ideal candidate is energetic, detail-oriented, able to multitask, and willing to work in a fast-paced and demanding setting. The Assembly salary range for this position is \$5,417 - \$7,845 monthly and based on experience. Current Assembly employees of non-returning offices are encouraged to apply. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

### **Field Representative duties:**

The Field Representative monitors and updates the Assemblymember and District Director on district and local issues. This position acts as a liaison to state, district, and local agencies for the Assemblymember and constituents and answers casework correspondence and verbal communications with constituents.

### **Essential Job Functions:**

- Acts as the representative for the Assemblymember within their area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with state, district, and local agencies.
- Informs the Assemblymember and the District Director of all happenings in their assigned issue areas by screening district media sources and interacting with constituents.
- Handles casework assignments.
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Assemblymember and performs other duties as assigned.

**Contact:** Interested applicants should email a cover letter, resume, and a writing sample to the District Director at [Ryan.Valencia@asm.ca.gov](mailto:Ryan.Valencia@asm.ca.gov) with "Field Representative Position" in the email subject line.