CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember James Ramos
Classification: Legislative Assistant
Posted: April 21, 2026
Location: State Capitol, Sacramento, CA

Assemblymember James Ramos seeks a Legislative Assistant for his Capitol Office. Under the supervision of the Chief of Staff and guidance of the Legislative Director, the Legislative Assistant will perform a variety of duties including, but not limited to, staffing bills and policy committees, conducting policy-related research, drafting talking points, fact sheets, and letters, meeting with stakeholders, advising the Assemblymember on specific issue areas, and general office duties as needed. Strong writing, initiative, and teamwork skills are necessary. Preferred candidates will have a minimum of 1-2 years of experience in the legislature. The salary range is $5,417 to $7,845 monthly, based on experience. It is anticipated that the position will be filled at the start of the range or by the transfer of an existing Assembly employee. The successful candidate has a passion for public policy, possesses excellent verbal and written communication skills, and can work collaboratively within a team environment.

Contact: Interested applicants should e-mail a copy of their resume, a cover letter, and two writing samples that showcase their communication skills and experience relevant to the role to Adriana.Ruelas@asm.ca.gov. Please write "Legislative Assistant Position" in the subject line. Phone calls or walk-ins will not be accepted.