CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Cottie Petrie-Norris
Classification: Legislative Assistant
Posted: March 17, 2026
Location: State Capitol, Sacramento, CA

Assemblymember Cottie Petrie-Norris seeks a Legislative Assistant for her Capitol office. Under the supervision of the Chief of Staff and the 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 and familiarity with the Assemblymember's legislative priorities. Candidates with media experience, experience managing social media platforms, and communicating with media outlets preferred.

The salary range is $5,417 to $7,845 per a month, based on experience. Final salary will be determined based on qualifications and relevant professional experience at the time of hire.

The successful candidate will have a passion for public policy, possesses excellent verbal and written communication skills, and be able to work collaboratively within a team environment.

Contact: Interested applicants should email a copy of their resume, a cover letter, and two references that showcase their communication skills and relevant experience for the role to Taylor.Giroux@asm.ca.gov and Jacob.Moss@asm.ca.gov. Please write "Legislative Assistant Application" in the subject line. Phone calls or walk-ins will not be accepted.