CALIFORNIA STATE ASSEMBLY

JOB LISTINGS

Office: Assemblymember Catherine Stefani
Classification: Legislative Assistant
Posted: November 13, 2026
Location: State Capitol, Sacramento, CA

POSITION OVERVIEW

The Legislative Assistant is an at-will position that provides a Member with assistance in legislative activities, communications, and related staff support.

SUPERVISION RECEIVED AND EXERCISED

Works under close supervision, with detailed instructions provided for new or complex assignments. The supervisor reviews work in progress and upon completion to ensure accuracy, adherence to procedures, and understanding of assignments. Substantial oversight is provided until proficiency is demonstrated. This position does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon the assignments, duties may include, but are not limited to, the following:

- Researches issues and drafts bills and amendments for the Member's legislative proposals.
- Develops coalitions and works to garner support for the Member's legislation.
- Staffs the Member's legislation; prepares fact sheets, statements, talking points, and background materials for Floor and committee proceedings.
- Briefs the Member on bills pending in committees and on the Assembly Floor.
- Prepares the Member for meetings and briefings.

• Meets with representatives of state, federal, and local governments, legislative staff, interest groups, business and community organizations, and the public; produces briefing papers on issues discussed.
• Follows and analyzes legislation to advise the Member, Chief of Staff, and/or Legislative Director of issues relating to the Member's legislative priorities or constituency.
• Attends meetings, hearings, and events with or on behalf of the Member.
• Responds to constituent calls and requests; works with district office staff to help resolve constituent problems and concerns.
• Drafts constituent response letters on behalf of the Member.
• Prepares and assists with the preparation of media advisories, press releases, speeches, social media and web content, and background materials.
• Drafts and distributes/posts press releases, media advisories, social media content, op-eds, community articles, letters to the editor, and newsletters.
• Schedules and manages media events for the Member.
• Responds to media inquiries at the direction of the Member or Chief of Staff; coordinates interviews or statement requests.
• Drafts speeches, talking points, and other background/press materials.
• Maintains and updates the Member's website in consultation with the Majority/Minority Caucus, as directed.
• Assists with general office tasks such as answering phones, sorting mail, distributing legislative publications, updating contact lists, and facilitating honorary legislative resolutions.
• Complies with Assembly policies and rules, as outlined in the *Personnel Policy Manual*.
• Performs other related work as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

• Organization, role, and function of a Member's office.
• Organization and function of the California State Government, the California Legislature, the legislative process, and committee and leadership structure.
• Social media.
• Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and common business software.
• Proper spelling, grammar usage, and punctuation.

Ability to:

• Demonstrate strong writing, research, and analytical skills.
• Understand, interpret, and express the views and positions of the Member in a manner that will elicit positive action in support of the Member's decisions.
• Communicate clearly and professionally, both verbally and in writing.
• Demonstrate strong communication and interpersonal skills, as well as excellent organizational skills.
• Employ good judgment and make sound decisions in accordance with established procedures and policies.
• Establish and maintain cooperative and professional relationships with those contacted in the course of work.
• Exercise discretion and maintain confidentiality in work practices.
• Assess implications of legislation and public statements upon a Member's constituency or legislative priorities.
• Learn and monitor the state budget and budget request process.
• Maintain awareness of news and current events.
• Work under pressure and deal with multiple projects, deadlines, demands, and constant change, while maintaining attention to detail.
• Receive direction, coaching, and feedback related to the performance of assigned duties.
• Be present for work reliably and consistently.
• Work extended hours as necessary.

QUALIFICATIONS

No prior experience required. Relevant experience is desirable.

OTHER REQUIREMENTS

Statement of Economic Interests Reporting: Required

Working Conditions: *The conditions herein are typically required of an incumbent to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:*

• Work is performed in an office environment requiring the ability to operate standard office equipment and use a computer for extended periods. The position involves sitting, standing, walking, and occasional lifting of light materials.
• Occasional work is also performed in the field and may involve exposure to varying weather conditions, uneven terrain, noise, or other environmental

factors. The position requires walking, standing, bending, and carrying or setting up equipment or materials.
• Lifting or setting up may include items up to 35 pounds.
• Incumbent is required to attend night and weekend events; work extended and irregular hours as legislative business requires, including in support of Legislative Session and committee hearings which may include weekends and holidays; and travel to attend meetings/retreats.

SALARY

The salary range is $5,417 to $8,159 per month, based on experience. It is anticipated that the position will be filled between $5,417 - $6,500 monthly, or by transfer of an existing Assembly employee. Current Assembly employees of non-returning offices are encouraged to apply.

Contact: Please send resumes and cover letters to Daniel Hertzstein, Chief of Staff at Daniel.Hertzstein@asm.ca.gov.