CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Rick Chavez Zbur
Classification: Legislative Assistant
Monthly Salary Range: $5,417 to $8,322 monthly
Posted: November 20, 2026

Assemblymember Zbur is seeking to fill a new full-time job opening for a Legislative Assistant based in his Capitol Office.

Under the supervision of the Chief of Staff and the guidance of the Legislative Director, the Legislative Assistant will be responsible for staffing the Assemblymember's legislative proposals; analyzing bills and providing policy recommendations; conducting legislative research; vetting and formulating bill proposals; drafting talking points and other written materials for the Member's reference; tracking constituent feedback; meeting with stakeholders, community leaders, and constituents in a fashion that reflects and advances the Assemblymember's official agenda and priorities; monitoring Committee hearings and floor proceedings; staffing the member at events and meetings; informing the preparation of press releases, social media content, and other communications assets; and general office duties as needed.

Candidates should demonstrate meticulous attention to detail, the ability to organize and prioritize action items under pressure, excellent oral and written communication skills, the ability to work cooperatively and courteously with others, the exercise of discretion and the maintenance of confidentiality in work practices, the ability to assess the implications of legislation and public statements upon a Member's constituency or legislative priorities, familiarity with the state budget and budget request process, and the ability to communicate tactfully with members of the public who have a variety of perspectives and opinions.

The ideal candidate will have at least one to two years of legislative experience, working either in the Legislature or with the Legislature, and the ability to write clearly and concisely, handle multiple projects simultaneously, and meet deadlines. Successful candidates will be proactive self-starters who possess strong communication skills and who thrive within a collaborative, fast-paced, dynamic, and deadline-driven team environment supporting the direction of the Assemblymember and have a deep sense of service and accountability in this position of public trust.

The Assembly offers a comprehensive benefits package. The salary range for this classification is $5,417 to $8,322 per month. It is anticipated that the position will be filled at the start of the range unless the candidate has significant legislative experience in a similar role.

Contact: To apply, please email a single PDF document containing your resume, three professional references with contact information, a cover letter, and two writing samples that showcase communication skills relevant to the role to Tami Grossglauser, Chief of Staff, at Tami.Grossglauser@asm.ca.gov. Include "Legislative Assistant Application" in the subject line. Phone calls and walk-ins will not be accepted.