



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Office of Assembly Republican Leader James Gallagher

Classification: Temporary Legislative Assistant (35 hours per week/7 hours per day)

Posted: 3/4/2025

Assembly Republican Leader James Gallagher seeks an individual to assist with the Leader's legislative package, meet with constituents and advocacy groups as needed, and assist with other administrative matters for the next four months. Candidates should be familiar with the legislative process and have experience working on legislation, be proficient in MS Office, particularly Excel and Word, be organized, detail-oriented, conscientious, and punctual. Legislative experience within the Legislature is strongly preferred to be considered for the position. The hourly rate for the Legislative Assistant position is \$35.72 – \$51.73, which is commensurate with experience. This position is temporary and it is anticipated that it will be filled at the start of the range. Details and how to apply [here](#).

Essential Job Functions:

- Legislative:
 - Assist with staffing and developing legislative package
 - Meet with constituents and advocacy groups
 - Advise Member on issues within designated policy areas
 - Other duties as directed

- Reception:
 - Second on phone lines
 - Greet visitors in a friendly, professional manner

- Office Administration:
 - Complete special projects
 - Other duties as directed

Qualifications and Experience:

- 1+ years' experience in a legislative office or similar experience
- 1+ years' experience staffing legislation
- Knowledge of legislative process
- Ability to handle multiple assignments in a high-intensity environment
- Ability to work as part of a team in a fast-paced atmosphere
- Ability to work extended hours when necessary
- Bachelor's Degree preferred

Contact: Please submit your resume to Karrie Watson at Karrie.Watson@asm.ca.gov