



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Freddie Rodriguez

**Classification:** Legislative Assistant

**Posted:** January 6, 2023

Assemblymember Freddie Rodriguez (53rd District) is seeking candidates for a Legislative Assistant position in his State Capitol office. Applicants should have proven analytical and writing skills; be a proactive communicator; be a self-starter able to work both independently and collaboratively with a multi-office team; and works well and efficiently in small, fast-paced office setting. A minimum of one to two years legislative experience inside or outside of the Capitol is expected. Applicants should have a confident understanding of the legislative process.

The position will require confidentiality and significant attention to detail and professionalism. A successful candidate should demonstrate a strong and reliable work ethic, be familiar with the Legislative calendar and procedures, and possess strong digital editing, writing, and communications abilities. Being highly organized, capable of multi-tasking, and experienced in interacting with the public are essential to the job.

The position may occasionally require extended working hours and some travel, when appropriate. Detailed job description available upon request.

The Assembly salary range for the classification of Legislative Assistant is \$44,508 - \$113,328, annually.

**Contact:** Please send a resume, brief writing sample, and 2 references to Chief of Staff, Sean Connelly at [Sean.Connelly@asm.ca.gov](mailto:Sean.Connelly@asm.ca.gov).