# CALIFORNIA STATE ASSEMBLY
# JOB LISTINGS

**Office:** Assemblymember Jessica Caloza
**Classification:** Legislative Director
**Posted:** March 25, 2025

Assemblymember Jessica Caloza is seeking to fill a full-time job opening for a Legislative Director based in the Capitol Office. The Legislative Director's primary responsibilities will be the development and movement of the Assemblymember's legislative agenda in collaboration with the Chief of Staff. Key duties will include, but are not limited to, researching and developing legislative proposals, providing guidance and direction to other staff, seeking out and communicating with key stakeholders, analyzing bills, providing policy recommendations, monitoring committee hearings and floor proceedings, drafting talking points, and preparing the Assemblymember for meetings, briefings and committee and Assembly floor activity.

Qualified candidates will be proactive self-starters who are highly organized, detail-oriented, creative, possess strong writing and analytical skills, employ good judgment, work well on deadlines and under pressure, and be able to successfully manage multiple and competing tasks and projects.

**Desired Qualifications:** 3 years of relevant legislative experience or 2 years as a Senior Legislative Assistant or Legislative Assistant in the Assembly or Senate. Must have excellent oral and written communication skills and a strong background in policy and legislative process. Candidates must have the ability to perform high administrative and policy– influencing functions and effectively work well in a fast-paced, team-oriented environment. The Legislative Director will also be expected to stay up-to- date on current events, especially those that involve the State of California and Assembly District 52.

The salary range for this classification is $7,334-$10,268 per month. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

**Contact:** Applicants should email a resume, cover letter, 3 references, and writing sample to Sean.Connelly@asm.ca.gov