



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Tom Lackey, Palmdale District Office

Classification: Field Representative

Posted: June 12, 2024

Position Description:

Under the direction of the Member, Chief of Staff, and District Director, the Field Representative acts within a district as an official representative and liaison of the Member.

Duties and Responsibilities:

- Acts as the Member's representative by responding to a variety of constituent inquiries and problems, including professional, interpersonal communications, and responses to telephone calls and mail.
- Attends local government, community, and private interest group meetings; produces reports describing key issues discussed.
- Makes presentations at events on behalf of the Member.
- Serves as a liaison between the district and the Member by maintaining an awareness of, and involvement in, district affairs and issues, and reports to the Member as appropriate.
- Coordinates office procedures, routine correspondence, telephone inquiries, events, and special projects.
- Assists in the research, public discussion, and drafting of legislation and amendments.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Principles, functions, practices, and operations of the California State Legislature.
- District and State issues, current events, and relevant legislation.
- Basic journalism and communication.
- Establish and maintain cooperative relationships with local governments, private interest groups, community-based organizations, and other general public.
- Communicate clearly and concisely.
- Work efficiently and effectively under pressure.
- Work extended hours as necessary, when legislative functions dictate.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Access, input, and retrieve information from a computer and other resource materials.

Contact: Submit cover letter and resume to Anna.Zarley@asm.ca.gov with the subject line "Field Representative."