



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Al Muratsuchi
Classification: Field Representative
Posted: June 5, 2024

The Office of Assemblymember Al Muratsuchi is seeking to fill a full-time job opening for a Field Representative based in his Torrance District Office.

Position Description

The Field Representative is primarily charged with representing the Assemblymember at community events and advising the Assemblymember, District Director and staff about local concerns and priorities. A Field Representative meets frequently with constituents and local government representatives, monitor issues and community projects, and help design and organize events for Assemblymember Muratsuchi when he is in the district.

Successful candidates will possess strong communication skills, the ability to multitask, have attention to detail, the ability to prioritize in a fast-paced environment, work cooperatively and courteously with others and have the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

Minimum Qualifications / Education Required:

- Office /administrative experience.
- Strong organizational skills and attention to detail.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, and Power Point.
- Strong communication, analytical, and organizational skills and attention to detail, as well as an ability to relate well with individuals of

diverse backgrounds. The candidate must have impeccable customer service manners, good writing and public speaking skills.

- Candidate must have a thorough understanding of government agencies and structure (city, county, state, and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellence, upbeat demeanor, and flexibility.
- Previous government work-experience is strongly appreciated.
- Knowledge and/or familiarity of the South Bay of Los Angeles County or Assembly District 66 is preferred.
- Extended hours including nights and weekends may be required when legislative functions dictate.
- The Assembly salary range for the classification of Field Representative is \$3,932 - \$10,011 per month. Final compensation is commensurate with experience.

Contact: Interested applicants should e-mail a resume with references, cover letter, and two writing samples to Bryan Singh, Chief of Staff: bryan.singh@asm.ca.gov.

Please write ***Field Representative Position*** in the subject line. No phone calls or walk-ins accepted. **Deadline for submission is June 21, 2024 at 5pm.**