



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Gail Pellerin

**Classification:** Field Representative (Full-Time)

**Posted:** September 17, 2024

**Salary Range:** \$5,417 – \$7,845 monthly; It is anticipated that the successful candidate's salary will be established at \$5,417/month

**Location:** San Jose District Office, 3150 Almaden Expy., Suite 252 or Santa Cruz District Office, 701 Ocean Street Rm 318B

**Basic Function:** Serve as the face and voice of the Assemblymember, acting as a vital link between the community and the Member's office. Manages constituent services, casework, staff support, and coordinates district events.

**Reports to:** Assemblymember, District Director, and/or Chief of Staff.

**Supervise:** No supervisory responsibility.

**Distinguishing Characteristics:** Functions as a representative in a Member's district office, normally working under the close supervision of the District Director. While a variety of duties may be assigned, each step usually fits a specified guideline that has been established and explained before work is started. Generally, work is reviewed upon completion, and changes in procedures are explained as they arise.

### **Essential Duties:**

- Acts as the Member's representative at district events and meetings; produces reports describing key issues discussed.

- Responds via email, in person, over the telephone, and in writing to constituent inquiries, opinions, and concerns on a variety of topical issues.
- Conducts constituent casework, and serves as liaison with state agencies to resolve constituent issues.
- Meets with constituents, representatives of state, federal, and local governments, legislative staff, interest groups, business and community organizations, and the public; briefs the Member, District Director, and/or Chief of Staff.
- Maintains an awareness of, and involvement in, district matters and local issues.
- Monitors the public and Legislative Constituent Management System (LCMS) email accounts and prepares responses.
- Makes presentations at district events on behalf of the Member; prepares certificates and resolutions.
- Assists in identifying, planning, and coordinating district events.
- Researches issues of importance to the district.
- Attends meetings and events with the Member; prepares background materials and talking points.
- Assists with district communication programs, including drafting newsletters, web content, social media, press releases, media advisories, and community articles.
- Assists with administrative duties including answering the phone, greeting visitors, and opening/distributing mail.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related work as assigned.

### **Knowledge of/Ability to:**

- Understand the role and function of a Member's district office.
- Stay informed about district and state issues, current events, and relevant legislation.
- Navigate the organization and function of California State Government and the Legislature.
- Demonstrate proficiency in social media.
- Utilize computer software and visual aid tools, including Microsoft Excel, Word, Outlook, and Zoom.
- Apply proper spelling, grammar, and punctuation.
- Plan, manage, and execute events effectively.
- Exhibit strong verbal and written communication, interpersonal, and organizational skills.
- Build and maintain professional relationships.

- Interpret and advocate the Member's views to elicit support.
- Provide accurate and complete responses to constituent inquiries.
- Exercise good judgment and sound decision-making in line with procedures and policies.
- Maintain discretion and confidentiality in all interactions.
- Uphold professionalism, attention to detail, and performance under pressure.
- Keep efficient and effective work habits.
- Be proficient in computer usage, including data entry and retrieval.
- Work extended hours as necessary, including occasional weekends and evenings.

**Benefits:** The Assembly offers a comprehensive benefits package that includes, but is not limited to, medical, dental, vision, life insurance, Flexible Spending Accounts, 401K and 457, and optional membership in the California Public Employees' Retirement System (CalPERS).

**Contact:** To apply, submit cover letter and resume to [maureen.mccarty@asm.ca.gov](mailto:maureen.mccarty@asm.ca.gov) with the subject line "Field Representative."