



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Wicks

Classification: Field Representative

Posted: October 31, 2023 (Updated July 19, 2024)

Assemblymember Wicks is seeking to fill a full-time job opening for a Field Representative in her Oakland district office. Under direct supervision of the District Director, the Field Representative will manage front desk operations and administrative duties, receive and process constituent requests, draft letters and certificates, and manage casework on behalf of AD 14 residents. Additional responsibilities may include communicating the Assemblymember's position on issues, attending events and meetings on behalf of or with the Assemblymember, assisting with event planning, and performing other duties, as assigned.

Qualified candidates should possess strong verbal and written communication skills, be organized self-starters who can work independently and cooperatively, have the ability to work on multiple tasks, meet deadlines, and work collaboratively in a fast-paced, professional environment. Proficiency with Microsoft Office and PCs, familiarity with the communities within Assembly District 14, and functions of state government are preferred. Bilingual in Spanish strongly preferred. The salary range for this position is \$5,417 - \$7,845 monthly, with the exact compensation commensurate with experience.

Contact: Interested applicants should e-mail a single PDF document containing your resume and cover letter to Ilaf.Esuf@asm.ca.gov. Please write "Assemblymember Wicks Field Representative" in the subject line. Phone calls or walk-ins will not be accepted.