



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Rick Zbur
Classification: Legislative Assistant
Posted: December 20, 2024
Location: State Capitol, Sacramento, CA

Assemblymember Zbur is seeking a Legislative Assistant for his Capitol Office. Under the direction of the Chief of Staff and Legislative Director, the Legislative Assistant will perform a variety of duties including, but not limited to, staffing bills and policy committees, conducting policy-related research, drafting talking points, fact sheets, and letters, meeting with stakeholders, advising the Assemblymember on specific issue areas, and general office duties as needed. Preferred candidates will have a minimum of 1-2 years of experience in the legislature and possess strong verbal and written communication skills as well as the ability to work collaboratively in a fast-paced environment. The salary for a Sr. Legislative Assistant is \$5,552 - \$10,042 monthly, and Legislative Assistant is \$5,417 - \$7,845 monthly. Current Assembly employees of non-returning offices are encouraged to apply. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Contact: Interested applicants should e-mail a single PDF document containing your resume with three professional references, cover letter, and two writing samples that showcase your communication skills and experience relevant to the role to Tami.Martin@asm.ca.gov and Rachel.Tyberg@asm.ca.gov. Please write "Legislative Assistant Position" in the subject line.