# CALIFORNIA STATE ASSEMBLY
# JOB LISTINGS

**Office:** Assemblymember Wicks
**Classification:** Legislative Assistant
**Posted:** September 26, 2024

Assemblymember Wicks seeks a Legislative Assistant for her 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. Strong writing, initiative, and teamwork skills are necessary. Preferred candidates will have a minimum of 1-2 years of experience in the legislature. The salary range is $5,417 to $7,854 monthly based on experience. 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.

The successful candidate has a passion for public policy, possesses excellent verbal and written communication skills and the ability to work collaboratively within a team environment.

**Contact:** Interested applicants should e-mail a copy of your resume, a cover letter, and two writing samples that showcase your communication skills and experience relevant to the role to Shannon.McKinley@asm.ca.gov. Please write "Legislative Assistant Position" in the subject line. Phone calls or walk-ins will not be accepted.