



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Corey Jackson, DSW

Classification: Legislative Director I

Posted: 11/25/24

Final Filing: December 6, 2024. Current Assembly employees of non-returning offices are encouraged to apply

Monthly Salary: \$5,691 - \$9,559 monthly. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Location: State Capitol, Sacramento, Ca

Duties and Responsibilities

The Legislative Director is primarily responsible for overseeing the Member's legislative priorities. Responsibilities include analyzing bills, preparing committee and floor materials, tracking the office's bills/projects, researching various topics, and seeking out and communicating with key stakeholders.

A successful candidate will be highly organized, detail-oriented, creative, possess strong writing and analytical skills, employ good judgment, work well on deadline and under pressure, and can manage multiple and competing tasks and projects.

Performs a wide variety of legislative support tasks of the highest complexity, significance, and sensitivity, with minimal direction. Acts with broad discretion on behalf of the Member. Anticipates problems and issues, and initiates legislative support activities by staff to respond to the problems and issues.

Requirements

- A minimum of three years of relevant legislative experience or two years of experience as a Senior Legislative Assistant in the Assembly or Senate.
- Complete understanding and working knowledge of the legislative process in the California Legislature.
- Proven record of accomplishment staffing legislation.

Knowledge of/Ability To:

- Identifies the need for legislative action, and directs staff activities to support a Member in public response, legislation or other action.
- Coordinates and negotiates development of legislative programs and specific legislation with interest groups, executive agencies, and committee staff on behalf of a Member.
- Manages Member's legislative package.
- Prepares position papers, speeches, reports, press releases and background materials.
- Provides background information to help prepare Member for floor and committee proceedings.
- Delivers speeches, makes presentations and attends public meetings on behalf of a Member or as a representative of the Majority/Minority Caucus.
- Works with district office staff to provide legislative updates and to manage constituent concerns on policy matters.
- Develops plans for events relating to the Member's policy goals.
- Complies with Assembly Policies and rules as outlined in the Personnel Policy Manual.
- Performs other related work as assigned.

Contact: Please submit cover letter and resume by email to Daniel.Peeden@asm.ca.gov