



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Lisa Calderon

Classification: Senior Legislative Assistant/Legislative Assistant

Posted: May 31, 2024 (Updated September 19, 2024)

Position Description:

Assemblymember Lisa Calderon seeks an experienced Senior Assistant who will perform a variety of complex legislative tasks under the direction of the Assemblymember, Chief of Staff, and Legislative Director. The ideal candidate brings a positive attitude, a high degree of attention to detail, and excellent verbal and written communication skills. This is a full-time position, with salary commensurate with experience. The State Assembly offers a comprehensive benefits package. The salary range for Senior Legislative Assistant is \$5,552 - \$10,042 & Legislative Assistant \$5,417 - \$7,845 monthly, with the exact compensation commensurate with experience.

Duties and Responsibilities:

- Follows and analyzes legislation to advise Member of issues relating to his/her legislative programs or constituency.
- Drafts bills and amendments.
- Develops background materials and talking points for the Member for committee hearings and floor actions.
- Attends meetings/hearings on behalf of the Member; produces reports on key issues discussed.
- Works with district office staff to help resolve constituent problems and concerns.
- Assists with preparation of speeches, background materials, reports and special projects.

- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Principles, functions, practices, and operations of the California State Legislature.
- Legislative process.
- Organization and function of the California state government.
- Public information techniques and research methods.
- Assess implications of legislation and public statements upon a Member's constituency or legislative priorities.
- Explain complex legislative issues in simple and common terms.
- Communicate clearly and concisely.
- Work extended hours as necessary when legislative functions dictate.
- Work efficiently and effectively under pressure.
- Access, input, and retrieve information from a computer and other resources.
- Work effectively with Member, other legislative staff, representatives of interest groups and the general public.

Contact: Submit cover letter and resume to Lucia.Saldivar@asm.ca.gov with the subject line "Senior Legislative Assistant".