

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
DISTRICT REPRESENTATIVE  
OFFICE OF SENATOR ALLEN**

**BASIC FUNCTIONS:**

The District Representative monitors and updates the Senator and District Director on district and local issues. This position acts as a liaison between the Senator and constituents, district organizations, local government, and state agencies. The District Representative under the direction of the District Chief of Staff and District Director also represents and articulates the Senator's position on legislative and local issues that affect the district through verbal and written communication.

**DUTIES:**

The District Representative acts as a representative for the Senator within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, state, and local agencies. The District Representative informs the Senator and the District Director of all happenings in his or her assigned issue areas, acts as a liaison to local, state, and federal officials and other persons or groups to form effective relationships for the Senator and monitors scheduled district meetings for the Senator with constituents. He or she supports other Staff to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations. He or she also logs all incoming and outgoing mail and telephone calls relating to casework to process for the Director of Constituent Services and team to review. He or she prepares periodic reports for the District Director on district activities in his or her assigned issue areas. Must be able to work a flexible schedule including long hours, nights and weekends; and performs other duties as assigned.

**DESIRABLE SKILLS AND KNOWLEDGE:**

The ideal candidate should have strong oral and written communication skills, knowledge of the legislative process and of Senate organization and procedures, as well as knowledge of local, state and federal agencies and departments, and knowledge of issues and events in the district in which the Senator is involved. Candidates should possess a professional telephone manner, temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

**POSITION QUALIFICATIONS / EDUCATION:**

Bachelor's Degree required. The ideal candidate should have strong oral and written communication and interpersonal skills, as well as an understanding of the legislative process.

**SALARY AND FILING DATE:**

Salary starts at \$3,726 per month. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE (2-3 PAGES), AND  
SENATE EMPLOYMENT APPLICATION TO:**

**Olina Wibroe, District Representative**

**Office of Senator Allen**

[Olina.Wibroe@sen.ca.gov](mailto:Olina.Wibroe@sen.ca.gov).