

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
DISTRICT REPRESENTATIVE  
OFFICE OF SENATE MAJORITY LEADER HERTZBERG**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

Under the direct supervision of the Senior Advisor and the District Director, the District Representative will work with constituents, District organizations, local governments and state agencies. Applicants must be organized, detail-oriented, and able to work well with others.

**DUTIES:**

Under the direct supervision of the Senior Advisor and the District Director, the ideal candidate will be flexible, able to work in a fast-paced, professional environment and provide top-notch constituent services. The District Representative will also effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned. The District Representative must stay on top of District issues, by engaging in community outreach, continuously following local news sources and tracking constituent input.

**DESIRABLE SKILLS AND KNOWLEDGE:**

The ideal candidate will have the ability to work with a variety of individuals in the District and have the ability to work with various technology platforms.

**POSITION QUALIFICATIONS:**

Strong oral and written communication skills are essential, in addition to proficiency with Microsoft Office and PC's. A deep familiarity with the San Fernando Valley is required. A current driver's license and automobile liability insurance are mandatory. Knowledge of legislative culture and process is preferred. Prior experience with LCMS is a plus. A strong commitment to providing excellent service to constituents is necessary.

**POSITION QUALIFICATIONS/EDUCATION:**

Bachelor's degree required.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

**PAY RANGE & FILING DATE:**

Salary starts at \$3,912 a month plus benefits.

Applications will be accepted until the position is filled.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:**

Freddie Quintana, Chief of Staff, at [Freddie.Quintana@sen.ca.gov](mailto:Freddie.Quintana@sen.ca.gov)

A copy of the Senate Employment Application can be found here:

[https://www.senate.ca.gov/sites/senate.ca.gov/files/employment\\_application\\_senate.pdf](https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf)

Additional pages can be found here:

[https://www.senate.ca.gov/sites/senate.ca.gov/files/employment\\_application\\_additional\\_pages\\_senate.pdf](https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf)