

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

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.

EDUCATION:

Bachelor's degree required.

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

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

Additional pages can be found here:

https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf