

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR ALLEN**

BASIC FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, the Legislative Aide will take primary responsibility for several of the Senator's legislative proposals, as well as advising the Senator on bills pending in committee and on the Senate floor, working with policy committee staff, legislative staff, lobbyists and advocates. The Legislative Aide will also assist with responses to constituent inquiries and phone calls regarding legislation, and be responsible for background work related to legislation supported by the Senator.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Legislative Aide will work directly with the Senator, capitol office staff, district staff, committee consultants and stakeholders to advance the Senator's legislative agenda. The Legislative Aide will also prepare background materials, talking points, and hearing and floor statements, and may be required to accompany the Senator to events or represent the Senator at events.

KNOWLEDGE OF:

The ideal candidate should have knowledge of the legislative process and of state government. Prior knowledge and experience in specific policy areas is beneficial.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative and detail-oriented, and is able to handle multiple projects and work well with a variety of people - both independently and as part of a collaborative team.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

Pay range begins at \$3726/mo. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE EMPLOYMENT APPLICATION TO:

Nicole Winger, Chief of Staff
Nicole.winger@sen.ca.gov

