

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR ALLEN
(SACRAMENTO, CA)**

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 direction of the Senator and the Chief of Staff, the Legislative Aide will take responsibility for several of the Senator's legislative proposals, as well as advising the Senator on bills pending in committees and on the Senate floor, and working with committee staff, legislative staff, and advocates. The Legislative Aide will also assist with responses to constituent inquiries.

DUTIES

The Legislative Aide will work directly with the Senator, Capitol Office staff, and District Office staff, committee consultants, constituents, and stakeholders to advance the Senator's legislative agenda. The Legislative Aide will prepare background materials and talking points, and may be required to accompany the Senator to events or represent the Senator at events.

KNOWLEDGE

The ideal candidate should have solid knowledge of the processes and structures of the legislative and executive branches of California government. Experience in a capitol office is particularly beneficial. Candidates must possess outstanding policy research, analysis, and communication skills. The ideal candidate is flexible, creative, and able to handle multiple projects under tight deadlines while remaining organized and detail-oriented. Candidates also must exhibit reliable professional judgement, and be able to work well with a variety of people both independently and as part of a collaborative team.

POSITION QUALIFICATIONS & EDUCATION

Bachelor's degree required and two (2) years relevant experience 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.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA.

Benefits:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401 (k) and 457 plans
- Flexible spending accounts

Salary:

Salary starts at: \$3,912 per month.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

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

Nicole Winger, Chief of Staff

nicole.winger@sen.ca.gov