

**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 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 knowledge of the legislative process and state government. Prior knowledge in specific policy areas and/or and experience in a capitol office is beneficial.

ABILITY

Candidates must possess outstanding communication and analytical skills. The ideal candidate is flexible, creative, and able to handle multiple projects while remaining organized and detail-oriented. The ideal candidate also works 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

Salary \$3,912 per month. 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