

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
SENATOR GLAZER - SENATE DISTRICT 7**

Senator Glazer is seeking a hard-working, motivated, and energetic individual to work on policy and legislation in his Capitol Office.

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff and the Legislative Director, 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 is responsible for all background work related to legislation supported by the Senator

DUTIES:

The Legislative Aide will work directly with the Senator, Capitol Office and 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.

ABILITY TO /KNOWLEDGE OF:

The ideal candidate should have knowledge of the legislative process and of state government. Prior knowledge and experience in staffing housing, privacy, or environmental issues is beneficial, but not required. Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated and able to handle multiple projects and work well, individually and collaboratively with a variety of people.

EDUCATION: Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

Starting salary is \$3,726 per month plus benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Daniel Weintraub, chief of staff, at Daniel.weintraub@sen.ca.gov

