

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
LEGISLATIVE AIDE  
OFFICE OF SENATOR GONZALEZ  
(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 is responsible for all background work related to the member's legislation; advises the member on bills pending on the Senate floor and those before committees that the Member sits on; answers constituent inquiries and phone calls regarding legislation.

**DUTIES:**

Staffs legislation supported by the Member, including investigating the viability of the bills, researching and analyzing issues, developing briefing materials, generating support for the legislation, and targeting support and opposition for such. Meets with lobbyists; schedules witnesses for hearings; helps develop press releases related to legislation. Reviews legislation and corresponding analyses and advises Member. Responds to constituent questions and other phone inquiries regarding legislation and the Member's views on such matters.

**KNOWLEDGE OF:**

The legislative process as well as the structure and policies of state government. Candidates must also have the ability to independently manage a substantial workload under strict deadlines and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative and creativity in developing bills to improve policy; develop strong programmatic expertise in relevant policy areas; exhibit maturity, quick and positive judgment, fairness, and professionalism.

**ABILITY TO:**

Establish and maintain cooperative and effective working relationships; organize and prioritize workload; communicate clearly and concisely, orally and in writing.

**POSITION QUALIFICATIONS/EDUCATION:**

A Bachelor's Degree and legislative experience are preferred.

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.

Salary starts at \$3,912 per month.

Applications will be accepted until position is filled.

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

Cynthia Alvarez, Chief of Staff

Office of Senator Gonzalez

[Cynthia.alvarez@sen.ca.gov](mailto:Cynthia.alvarez@sen.ca.gov)