

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR MELISSA HURTADO**

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 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 briefing the Senator on bills pending in committee and on the Senate Floor. The Legislative aide will work in collaboration with the Senator's staff, as well as with Committee staff, Legislative staff in other Senate and Assembly Offices, lobbyists, community organizations, state and local agencies and Departments. The Legislative Aide will, as assigned, respond to and track constituent inquiries, answer and respond to phone calls and assist with resolutions and letters.

DUTIES

The Legislative Aide will help to develop and manage a portion of the Senator's legislative package. He or she will be responsible for researching issues, negotiating and writing amendments, developing coalitions, authoring briefing memos and statements, analyzing proposed legislation and policies, staffing the Senator in meetings, and much more.

DESIRABLE SKILLS AND KNOWLEDGE

Excellent research, oral and written communications skills are required, along with the ability to manage multiple projects, work well under deadlines, and embrace a team-oriented philosophy and environment. The ideal candidate will be able to analyze complex policy issues and "think outside the box" to solve problems and propose solutions, while at the same time he or she must be able to explain those complex issues in terms the public can easily identify with and understand. Knowledge of the legislative process and prior media-related experience are strongly desired, but not required.

QUALIFICATIONS / EDUCATION

A Bachelor's Degree and legislative experience are preferred.

PAY RANGE & FINAL FILING DEADLINE

The pay range begins at \$3,912 per month.

Applications will be accepted until position is filled.

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

Elizabeth Hess, Chief of Staff

State Capitol, Room 4032

Sacramento, CA 95814

Elizabeth.Hess@sen.ca.gov

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

Elizabeth Hess
Elizabeth.Hess@sen.ca.gov
Office of Senator Melissa Hurtado
State Capitol, Room 4032
Sacramento, CA 95814