

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

Are you looking for an exciting and fast-paced opportunity? 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 an enthusiastic and motivated individual 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 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, and be responsible for front desk operations and general office duties.

**DUTIES:**

Work with appropriate staff and stakeholders to advance the Senator's legislative agenda by preparing background bill materials, talking points, and providing hearing and floor statements. In addition, the candidate will provide constituent services and casework, effectively communicate the Senator's position on issues, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned.

**DESIRABLE SKILLS AND KNOWLEDGE:**

The ideal candidate should have knowledge of the legislative process and of state government. Prior knowledge and experience is beneficial.

**ABILITY TO:**

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 AND QUALIFICATIONS:**

Bachelor's degree 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.

Salary starts at \$4,108 per month plus benefits.

Final salary will be commensurate with experience and education.

Applications will be accepted until the position is filled.

**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

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

Jody Fujii, Chief of Staff

Office of Senator Min

[Jody.Fujii@sen.ca.gov](mailto:Jody.Fujii@sen.ca.gov)

The Senate application form is available through the Senate job webpage:

[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

Date Posted: 09/09/2022