

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE – LIMITED TERM*
OFFICE OF SENATOR HERTZBERG
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career actively working on critical legislation to improve California, addressing issues in our communities and meeting 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, the Chief of Staff, and the Legislative Director, the Legislative Aide will take primary responsibility for assisting with the delivery of the Senator's Budget Requests and will serve as receptionist in the capitol office. The Legislative Aide will also assist with responses to constituent inquiries and phone calls regarding legislation and may work alongside the Principal Consultant to assist in training development.

DUTIES:

Under the direction of the Senator, the Chief of Staff, and the Legislative Director, the Legislative Aide will work directly with the Senator, Capitol Office and District staff, Committee consultants and stakeholders to advance the Senator's 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.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidate will have the ability to work with a variety of individuals in Sacramento and have the ability to work with various technology platforms.

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 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 plus benefits.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

*This is a temporary position with a Limited Term up to November 30, 2022.

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:

Freddie Quintana, Chief of Staff

Office of Senator Hertzberg

Freddie.Quintana@sen.ca.gov

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

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 07/26/2022