

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE – CAPITOL OFFICE
OFFICE OF SENATOR NANCY SKINNER**

BASIC FUNCTIONS:

Under the direct supervision of the Chief of Staff and the Capitol / 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 aid will work in collaboration with the Senator's staff as well as with policy and budget committee staff, legislative staff in other Senate and Assembly offices, lobbyists, community organizations, and 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 work directly with the Senator, the Senator's staff, Committee consultants, Executive Branch offices and state agencies, other member's offices, and stakeholders to advance the Senator's policy and budget agenda. The Legislative Aide will also prepare background materials, talking points and briefing materials, bill language and amendments, hearing and floor statements, correspondence to constituents, stakeholders and others, and may be required to accompany or, as assigned, represent the Senator in meetings or at events.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidate should have demonstrated ability to think critically and creatively, analyze and distill key facts and information from background and other materials. Knowledge of the legislative process and state government is preferred as well as being at ease in building and maintaining constructive relationships with a diverse array of stakeholders. Candidates must possess excellent written and verbal communication skills and analytical skills. The ideal candidate is also detail orientated and able to handle multiple projects and work well, individually and collaboratively, with a diversity of people. The candidate must also be able to work late evenings and occasional weekends, as necessary.

POSITION QUALIFICATIONS / EDUCATION: Bachelor's degree required.

SALARY AND FILING DATE: Salary starts at \$3,912 per month plus benefits. Applications will be accepted until position is filled.

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

Katerina Robinson, Capitol / Legislative Director, at:
Katerina.Robinson@sen.ca.gov

A copy of the Senate Employment Application can be found here:
https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf

Additional pages can be found here:
https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf