

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR DAHLE
(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, the Chief of Staff and the Legislative Director, the Legislative Aide will take 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, the legislative staff, lobbyists, and advocates. The Legislative Aide will also assist with responses to constituent inquiries and phone calls regarding legislation and is responsible for all background work related to legislation supported by the Senator.

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, District staff, Committee consultants and stakeholders to advance the Senator's legislative 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:

Ideal candidates must have strong oral and written communication and interpersonal skills in addition to an understanding of the legislative process and state government and its current policies. Ability to exercise discretion, independent judgement and confidentiality in fulfillment of responsibilities is essential. Ability to multi-task and manage time effectively, meet deadlines and adapt to changing priorities. Candidates must also be able to work a flexible schedule, including nights and weekends.

POSITION QUALIFICATIONS / EDUCATION:

Bachelor's degree or equivalent professional experience is required. A background in public policy, public affairs, communications or a related field preferred.

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 FINAL FILING DATE:

This position is located in Sacramento, CA.

Salary starts at \$3,912 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until 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

SENATE APPLICATION, RESUME, AND COVER LETTER SHOULD BE SENT VIA EMAIL TO:

Josh Cook, Chief of Staff

Office of Senator Brian Dahle

Josh.Cook@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.

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