

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR BILL DODD
(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 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 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 regarding legislation and is responsible for all background work related to legislation and public policy supported by the Senator.

DUTIES:

Under the direction of the Chief of Staff and 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 legislative and policy 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.

KNOWLEDGE OF:

The ideal candidate should have a working knowledge of the legislative process and of state government. Prior experience in the role of a legislative aide or similar position is expected.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated, and is able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

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.

EDUCATION:

Bachelor's degree required.

LOCATION, SALARY AND FINAL FILING DATE:

This position is located in Sacramento, CA.

Salary starts at \$3912 per month plus benefits.

Final compensation 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

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

Ezrah Chaaban, Chief of Staff

Ezrah.Chaaban@sen.ca.gov