

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
LEGISLATIVE AIDE  
OFFICE OF SENATOR UMBERG**

**BASIC FUNCTIONS:**

Under the direction of the Senator, Chief of Staff, and the Legislative Director, the Legislative Aide will take primary responsibility for several of the Senator's legislative proposals and committees. He or she will advise the Senator on bills pending in committee and on the Senate floor, and work 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 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 and 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:**

The ideal candidate should have knowledge of the legislative process, the budget process, and of state government. Prior knowledge and experience in specific policy areas 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.

**POSITION QUALIFICATIONS / EDUCATION:**

Bachelor's degree required.

**SALARY AND FILING DATE:**

Salary starts at \$3,726 per month plus benefits. Applications will be accepted until position is filled.

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

Jackie Koenig  
Office of Senator Tom Umberg  
[Jackie.koenig@sen.ca.gov](mailto:Jackie.koenig@sen.ca.gov)