

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

BASIC FUNCTIONS:

The Budget Legislative Aide will advise the Senator on the state budget, including his participation on the Senate Budget Committee in addition to advising the Senator on bills pending in committees and on the Senate floor. The Legislative Aide will also work with budget committee staff, policy committee staff, legislative staff, lobbyists and advocates, assist with responses to constituent inquiries and phone calls regarding the budget and legislation, and provide background work related to the state budget and legislation supported by the Senator.

DUTIES:

Duties include working directly with the Senator, Capitol Office and District staff, Committee consultants and stakeholders to advance the Senator's budget agenda and legislative agenda with an emphasis on staffing budget committee. 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:

Strong working knowledge of the state budget and legislative budget process is required. Knowledge of the state legislative process is preferred.

SKILLS REQUIRED:

Communication and analytical skills are essential. The ideal candidate will be creative, detail oriented, and able to handle multiple projects and also work well, individually and collaboratively, with a variety of people.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$3,548 a month plus benefits. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE
EMPLOYMENT**

APPLICATION TO:

Ed Berends, Chief of Staff:
Ed.Berends@sen.ca.gov
State Capitol, Room 5100
Sacramento, CA 95814