

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

BASIC FUNCTIONS:

The 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:

Knowledge of the state budget and legislative budget process is preferred.

SKILLS REQUIRED:

Communication and analytical skills are essential. The ideal candidate will be creative, detail orientated, 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 range is from \$3548 to \$3,920 per month plus benefits. Applications will be accepted until position is filled.

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

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