

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ASSISTANT CONSULTANT
SENATOR NANCY SKINNER**

Position description: Under the supervision of the District Director, the Assistant Consultant acts as the lead liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, he or she must oversee all district staff work relating to constituent services, monitoring local issues, responding to constituent correspondence and calls, tracking legislation and developing relationships with key constituents, opinion leaders, community organizations, and local governments.

Position qualifications: Under the supervision of the District Director, the Assistant Consultant briefs the Senator in preparation for district meetings with constituents, responds to constituent communications and casework via phone, email and mail, acts as a liaison between state departments, other governmental agencies and constituents and between the office and local constituencies, organizes community events, represents Senator Skinner at functions in the district, prepares for and staffs Senator at district functions, and other duties as required.

Duties: The Assistant Consultant must remain knowledgeable of district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with leaders in the district including attending community group meetings, events, etc. He or she is also responsible for performing constituent services and casework as assigned, responding to constituent communications and requests, drafting and sending letters for congratulations, and preparing regular reports for the Senator on district activities.

Skills: Candidates must have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary);

Ideal candidates will have strong oral and written communication and excellent interpersonal skills in addition to an understanding of the legislative process and constituent services. Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities is essential. **BILINGUAL CANDIDATES ENCOURAGED TO APPLY.**

Education:

Baccalaureate degree required.

Pay range and filing deadline:

Salary starts at \$4,534 plus benefits. Applications received until position is filled.

SUBMIT COVER LETTER, RESUME, RECENT WRITING SAMPLE (ABOUT A CURRENT EVENT), AND SENATE EMPLOYMENT APPLICATION TO:

Tasha Henneman, District Director: Tasha.Henneman@sen.ca.gov and,
Senate Rules Committee at: Senatehumanresources@sen.ca.gov