

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
OFFICE OF SENATOR STONE**

BASIC FUNCTIONS:

Senator Jeff Stone is currently accepting applications for a field representative in his Indio District Office. Under the supervision of the Chief of Staff and District Director, the District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, he or she must monitor local issues, especially those involving state agencies and keep the Senator and Chief of Staff apprised. The District Representative also represents and articulates the Senator's position on legislative and local issues that affect the district through verbal and written communication.

DUTIES:

The District Representative briefs the Senator in preparation for district meetings with constituents, as well as acting as the representative for the Senator by attending district-related events and meetings; may include public speaking or certificate presentations. This means that the District Representative 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 regularly attending community group meetings, events, etc. He or she is also responsible for drafting and sending letters for congratulations, regular reports for the Senator on district activities, and must perform constituent services and casework as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates must have an understanding of the legislative process and constituent services. Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities is essential. Candidates should expect to occasionally work on weekends and evenings and be able to drive extended distances as the 28th District stretches from the span of Riverside County going from the Orange County border to the Colorado River. Bi-lingual language skills are also a plus. The ideal candidates should have at least 3-5 years of experience in government or business; be a strong and competent writer; and possess a positive attitude when it comes to dealing with constituents and members of the public

EDUCATIONAL REQUIREMENTS:

Bachelor's degree or equivalent professional experience is required.

PAY RANGE AND FILING DATE:

Salary starts at \$3548 per month. Applications accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT
APPLICATION TO: chris.wysocki@sen.ca.gov**