

CALIFORNIA STATE SENATE JOB ANNOUNCEMENT

District Representative for State Senator Loni Hancock

Basic Responsibilities:

This full time position is in the Oakland District Office of Senator Hancock, Chair of the Senate Public Safety Committee and the Budget Subcommittee on Corrections, Public Safety and the Judiciary.

A District Representative is responsible for acting as the official representative and liaison for the Senator in Alameda and Contra Costa Counties and will directly support the Senator's interest in criminal justice system reform and implementing sound policies to reduce prison overcrowding and prison costs while protecting public safety.

Duties and Attributes:

- Serve as a liaison and maintaining cooperative relationships between the Senator and constituents, governmental bodies, local elected officials, business and political associations, and the general public.
- Provide information to constituents on public policy and legislative issues, with an emphasis on public safety.
- Initiate government administrative action in response to community concerns and constituent problems.
- Perform a wide variety of support tasks including drafting constituent correspondence.
- Represent the Senator at community events, conferences, workshops, and ceremonial occasions.
- Manage special projects as needed and organizing community meetings.
- Assist the Senator in performing her duties as a state legislator.

Ability to:

Prioritize tasks and meet key deadlines under pressure; work successfully with people from diverse backgrounds; pay close attention to detail; use expertise in problem solving; communicate clearly and concisely, orally and in writing; be flexible in working extended hours as needed; and participate as a team member with District and Capitol office staff.

Requirements:

- Minimum education (or equivalent experience): Bachelor's Degree
- Valid driver's license and access to working vehicle

Interested candidates should submit a cover letter and resume to:

Terri Waller at: terri.waller@sen.ca.gov

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