

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

BASIC FUNCTIONS:

Under the supervision of the District Coordinator, 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, Chief of Staff apprised through the District Coordinator. The District Representative under the direction of the District Coordinator also represents and articulates the Senator's position on legislative and local issues that affect the district through verbal and written communication.

DUTIES:

Under the supervision of the District Coordinator, 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. 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:

Ideal candidates must have strong oral and written communication and 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. Candidates must also be able to work a flexible schedule, including nights and weekends.

EDUCATIONAL REQUIREMENTS:

Bachelor's degree or equivalent professional experience is required.

PAY RANGE AND FILING DATE:

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

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

Elizabeth Fenton, Chief of Staff
State Capitol, Room 5108
Sacramento, CA 95814
Elizabeth.fenton@sen.ca.gov