

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE STAFF DIRECTOR –JUDICIARY COMMITTEE**

BASIC FUNCTIONS: The Executive Staff Director serves as Chief Counsel to the Senate Judiciary Committee and is responsible for the functioning of the committee, including supervising a team of attorneys and support staff, as well as providing guidance, leadership and counsel to the Chair and members of the Committee. Applicants must be licensed California attorneys with significant experience in California’s legislative process, and broad legal knowledge of areas within the Committee’s jurisdiction.

The successful applicant must be able to work under tight deadlines, have flexibility to work nights and weekends as needed, and have the ability to succeed in a fast paced and high pressure work environment.

DUTIES & ATTRIBUTES:

- Active member of the California State Bar
- Broad legal knowledge of areas within the Committee’s jurisdiction, including significant experience with identifying and resolving Constitutional and statutory issues.
- Working knowledge of California’s court system and budget process.
- Ability to build and foster relationships with elected officials and their staff.
- Provide clear guidance and leadership with respect to complex issues.
- Excellent negotiation skills and an ability to succeed in a fast paced and high pressure work environment.
- Prior management experience demonstrating the ability to create a cohesive team of attorneys and other staff.
- Flexibility to work nights and weekends as needed to fulfill the job requirements.

EDUCATION:

- Law degree required.

DESIRABLE POSITION QUALIFICATIONS:

- Significant legislative experience.
- Practical legal experience and working knowledge of California’s court system.

PAY RANGE & FILING DATE:

Salary commensurate with experience. Position open until filled.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Jennifer Richard
Chief of Staff
Office of Senator Hannah-Beth Jackson
State Capitol - Room 2032
Sacramento, CA 95814

Materials may be mailed, dropped off in Room 2032, or emailed to jennifer.richard@sen.ca.gov