

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
LEGISLATIVE AIDE  
SENATOR MOORLACH - SENATE DISTRICT 37**

Senator Moorlach is seeking a hard-working, motivated, and energetic individual to work on policy and legislation in his Capitol Office as his Legislative Aide.

**BASIC FUNCTIONS:**

The Legislative Aide will take responsibility for several of the Senator's legislative proposals, as well as advising the Senator on bills pending in committee and on the Senate Floor. They will work with others in the Senator's office, as well as policy committee staff, legislative staff, policy advocates and other stakeholders. They will assist with responses to constituent inquiries and phone calls regarding legislation and is responsible for all background work related to legislation supported by the Senator.

**DUTIES:**

The Legislative Aide will be charged with a variety of duties throughout the legislative cycle. Primary responsibilities include: researching and staffing legislation authored by the Senator, analyzing policies and other important issues, developing briefing materials, generating support for legislation, and other related responsibilities. The Legislative Aide will meet with stakeholders; schedule witnesses for hearings; coordinate with Legislative Director and Communications Director to develop press releases related to legislation. They will also review legislation and corresponding analyses and advise the Member on a recommended course of action.

**DESIRED QUALIFICATIONS:**

The Legislative Aide should have a working knowledge of the legislative process as well as a general understanding of the structure and policies of state government. While not required, prior knowledge and experience in the Capitol and/or specific policy areas is very beneficial.

Candidates must possess excellent communication skills, have rigorous research and analytical abilities and be highly proficient with a computer, databases and the internet. The ideal candidate is a creative and detail orientated strategic thinker, can handle multiple projects at once, is fully responsive to requests of the Senator and other staff and has excellent interpersonal skills willing to work collaboratively as part of a team.

**PAY RANGE & FINAL FILING DEADLINE:**

Starting salary is \$3548 per month plus benefits. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:**

Lance Christensen  
State Capitol, Room 2048  
Sacramento, CA 95814  
[lance.christensen@sen.ca.gov](mailto:lance.christensen@sen.ca.gov)