

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR HOLLY J. MITCHELL**

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff and the Legislative Director, the Legislative Aide will take primary responsibility for several of the Senator's legislative proposals, as well as advise the Senator on bills pending in committee and on the Senate floor, work with policy committee staff, legislative staff, lobbyists and advocates. The Legislative Aide will also 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 work directly with the Senator, Capitol Office and District staff, Committee consultants and stakeholders to advance the Senator's legislative agenda. The Legislative Aide will also prepare background materials, talking points, and hearing and floor statements, and may be required to accompany the Senator to events or represent the Senator at events.

KNOWLEDGE OF:

The ideal candidate should have knowledge of the legislative process and of state government. Prior knowledge and experience in specific policy areas is beneficial.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated, and is able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

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

**SUBMIT COVER LETTER, RESUME, TWO WRITING SAMPLES AND SENATE
EMPLOYMENT APPLICATION TO:**

Tiffani Alvidrez, Chief of Staff
State Capitol, Room 5080
Sacramento, CA 95814