

**California State Senate
Job Announcement
Legislative Aide
Senator Liu – Senate District 25**

California State Senator Carol Liu is seeking a bright and energetic person with excellent writing skills to join her Capitol staff as a Legislative Aide.

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff and Legislative Director, the Legislative Aide will take primary 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, working 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:

Under the supervision of the Chief of Staff and Legislative Director, 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, in addition to accompanying the Senator to events or representing her at events she is unable to attend.

KNOWLEDGE OF:

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

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative and a detail orientated strategic thinker who is able to handle multiple projects and work well, individually and collaboratively, as part of a team.

PAY RANGE & FINAL FILING DEADLINE:

Salary range is \$3548-\$5262 per month plus benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE & SENATE APPLICATION TO:
Darcel Sanders, Legislative Director at Darcel.Sanders@sen.ca.gov.