

**CALIFORNIA STATE SENATE
OFFICE OF SENATOR TED GAINES
JOB ANNOUNCEMENT
LEGISLATIVE AIDE**

BASIC RESPONSIBILITIES: Looking for a full-time Legislative Aide to serve in the Capitol Office. Legislative Aide will assist in the development, implementation, and advancement of the Senator's annual legislative package.

DUTIES AND ATTRIBUTES:

- Effective communicator with colleagues, constituents, government agencies, community-based organizations, and elected officials.
- Great organizational skills and detail oriented.
- Ability to work in a fast-paced, professional environment.
- Proficient with Microsoft Office and PC's.
- Legislative experience is required.

DESIRED QUALIFICATIONS:

- Effectively perform high administrative and policy-influencing functions;
- Understand the legislative process;
- Possess strong oral and written communication skills;
- Establish and maintain a cooperative and effective working relationship with staff;

MINIMUM QUALIFICATIONS:

Two years of legislative experience required.

PAY RANGE AND FILING DATE: Starting salary is \$3,548. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME AND SENATE EMPLOYMENT APPLICATION TO:

Submit in person to State Capitol, Room 3070
or email Senator Gaines at Senator.Gaines@Senate.ca.gov