

CALIFORNIA STATE SENATE JOB ANNOUNCEMENT

Legislative Aide for State Senator Loni Hancock (Sacramento)

Basic Responsibilities:

This full time position is in the Capitol Office for Senator Hancock, Chair of the Senate Public Safety Committee and the Budget Subcommittee on Corrections, Public Safety and the Judiciary.

Advises Member on bills pending on the Senate floor and those before committees that the Member sits on; answers constituent mail and phone calls regarding legislation; is responsible for all background work related to legislation supported by the Member.

Duties and Attributes:

- Follows and analyzes legislation and advises the Senator on issues relating to her legislative program or constituency.
- Drafts bills and amendments.
- Resolves constituent problems and concerns.
- Prepares speeches, briefings and background material.
- Assists other staff in preparation of speeches, background materials, and reports.
- Complies with Senate policies and rules as outlined in the Personnel Policy Manual.
- Assist in responding to constituent requests and mail.
- Does other related work as assigned.

Knowledge of:

The legislative process as well as the structure and policies of state government.

Ability to:

Prioritize tasks and meet key deadlines under pressure; work successfully with people from diverse backgrounds; pay close attention to detail; use expertise in problem solving; communicate clearly and concisely, orally and in writing; be flexible in working extended hours as needed; and participate as a team member with District and Capitol office staff.

Requirements:

- Minimum education (or equivalent experience): Bachelor's Degree

Salary Range:

\$3,412 - \$5,060/month

Interested candidates should submit a cover letter and resume to:
Hans Hemann at: hans.hemann@sen.ca.gov

Final filing date: Applications will be accepted until position is filled.