

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
REPUBLICAN CAUCUS FLOOR MANAGER**

BASIC RESPONSIBILITIES:

Organize analyses written by Republican caucus consultants into a packet that is utilized by Republican Senators on the Senate Floor.

DUTIES AND ATTRIBUTES:

- Monitor Daily File for eligible bills to be voted upon on the Senate Floor
- Work with consultants to ensure that their analyses are completed on time
- Compile the floor packet – attention to detail is mandatory
- Interact with Senators' staff to ensure publications are received in a timely manner
- Take direction from the policy director and the Republican Leader's office
- Communicate regularly with the Senate Desk on the status of bills and amendments
- Be stationed on the Senate Floor during floor session to assist policy director and Senators

EDUCATION:

- Bachelor's degree preferred; however, legislative experience is just as important as educational experience

POSITION QUALIFICATIONS:

- Proficiency in Excel along with other legislative computer programs, such as LIS
- Possess the ability to work in a team atmosphere
- Familiarity with legislative process

PAY RANGE AND FILING DATE:

Salary range is \$2454 - \$3618 and is dependent on qualifications and job classification limits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER AND APPLICATION TO:

Greg Maw
Staff Director
Senate Republican Caucus
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