



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Ortega  
**Classification:** Legislative Assistant  
**Posted:** December 13, 2022  
**Monthly Salary Range:** \$3,709 to \$9,444

Assemblymember Liz Ortega, representing the 20th Assembly District, seeks a Sacramento-based Legislative Assistant.

**Basic Function:** Advises and represents Member with respect to the Member's legislative package and related communications.

**Reports to:** Assemblymember and Chief of Staff.

**Supervise:** May supervise legislative assistants and administrative staff.

**Distinguishing Characteristics:** Performs a wide variety of legislative support tasks of the highest complexity, significance and sensitivity, with minimal direction. Acts with broad discretion on behalf of a Member. Anticipates problems and issues, and initiates legislative support activities by staff to respond to the problems and issues.

### **Essential Duties:**

- Identifies the need for legislative action, and directs staff activities to support a Member in public response, legislation or other action.
- Coordinates and negotiates development of legislative programs and specific legislation with interest groups, executive agencies, and committee staff on behalf of a Member.
- Manages Member's legislative package
- Prepares position papers, speeches, reports, press releases and background materials.

- Provides background information to help prepare Member for floor and committee proceedings.
- Delivers speeches, makes presentations and attends public meetings on behalf of a Member.
- Works with district office staff to provide legislative updates and to manage constituent concerns on policy matters.
- Develops plans for events relating to the Member's policy goals.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related work as assigned.

**Knowledge of/Ability to:**

- Strong knowledge of Legislative process.
- Committee and leadership structure in the California Legislature.
- Organization and function of the California State Government.
- Public information techniques and research methods.
- Represent the position of the Member, leadership or caucus on issues of significance and sensitivity.
- Exercise judgment when speaking or acting on behalf of a Member, in a manner consistent with that Member's view.
- Assess implications of legislation and public statements upon caucus positions or legislative priorities.
- Access, input and retrieve information from a computer and other resources.
- Work extended hours as necessary when legislative functions dictate.
- Work efficiently and effectively under pressure.
- Communicate clearly and concisely.
- Establish and maintain cooperative and professional relationships with Member, other legislative staff, representatives of interest groups and the general public.

**Contact:** Please submit a cover letter & resume for consideration to [mv.watson@asm.ca.gov](mailto:mv.watson@asm.ca.gov).