



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Muratsuchi
Classification: Legislative Assistant
Posted: February 16, 2024

The Legislative Assistant is primarily charged with assisting with the Member's legislative priorities. Duties include analyzing bills, preparing committee and floor materials, researching various topics and providing talking points. It is preferred that candidate has 1-2 years of experience in the Legislature staffing legislation and committees, have the ability to write clearly and concisely, handle multiple projects simultaneously, meet deadlines, and have an understanding of the legislative process.

Successful candidates will possess strong communication skills, the ability to multitask, have attention to detail, the ability to prioritize in a fast-paced environment, work cooperatively and courteously with others and have the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner. The salary range for this classification is \$3,932 - \$10,011 per month. Final compensation is commensurate with experience.

Contact: Interested applicants should e-mail a resume with references, cover letter, and two writing samples to Bryan.Singh@asm.ca.gov. Please write Legislative Assistant in the subject line. Phone calls or walk-ins will not be accepted.