



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Zbur  
**Classification:** Legislative Assistant  
**Posted:** 03/11/2024

Assemblymember Zbur is seeking to fill a new full-time job opening for a Legislative Assistant based in his Capitol Office.

Under the supervision of the Legislative Director, the Legislative Assistant will be responsible for staffing the Assemblymember's legislative proposals, analyzing bills and providing policy recommendations, conducting legislative research, vetting bill proposals, drafting talking points and other written materials for the Member's reference, tracking constituent feedback, meeting with stakeholders, monitoring Committee hearings and floor proceedings, staffing the member at events and meetings, and general office duties as needed.

Candidates should demonstrate meticulous attention to detail, the ability to organize and prioritize action items under pressure, excellent oral and written communication skills, the ability to work cooperatively and courteously with others, and the ability to communicate tactfully with members of the public who have a variety of perspectives and opinions.

The ideal candidate will have at least one year of legislative experience, working either in the Legislature or with the Legislature, and the ability to write clearly and concisely, handle multiple projects simultaneously, and meet deadlines. Successful candidates will be proactive self-starters who possess strong communication skills and who thrive within a collaborative, fast-paced, dynamic, and deadline-driven team environment supporting the direction of the Assemblymember. Expertise in policy relating to climate and energy is preferred but not required.

The salary range for this classification is \$3,932 – \$10,011 per month. The successful candidate's salary for this position is anticipated to be established between \$4,167 - \$7,084 per month, plus benefits. Final compensation is commensurate with experience

**Contact:** Interested applicants should e-mail a single PDF document containing your resume with three professional references, cover letter, and two writing samples that showcase your communication skills and experience relevant to the role to [Tami.Martin@asm.ca.gov](mailto:Tami.Martin@asm.ca.gov). Please write "Legislative Assistant Position" in the subject line. Phone calls or walk-ins will not be accepted.