



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Papan
Classification: Legislative Director
Posted: January 11, 2024

Assemblymember Papan is seeking to fill a full-time job opening for a Legislative Director based in her Capitol Office. The Legislative Director's primary responsibilities will be the development and movement of the Assemblymember's legislative agenda in collaboration with the Chief of Staff. Key duties will include, but are not limited to, researching and developing legislative proposals, providing guidance and direction to other staff, seeking out and communicating with key stakeholders, analyzing bills, providing policy recommendations, monitoring committee hearings and floor proceedings, drafting talking points, and preparing the Assemblymember for meetings, briefings and committee and Assembly floor activity.

Qualified candidates will be proactive self-starters who are highly organized, detail-oriented, creative, possess strong writing and analytical skills, employ good judgment, work well on deadline and under pressure, and able to successfully manage multiple and competing tasks and projects. Minimum of 3-5 years of legislative experience, excellent oral and written communication skills, and a strong background in policy and legislative process required. Candidates must have the ability to perform high administrative and policy-influencing functions and effectively work well in a fast-paced, team-oriented environment. The Legislative Director will also be expected to stay up-to-date on current events, especially those that involve the State of California and Assembly District 21.

The salary range for this classification is \$4,718 – \$11,011 per month. It is anticipated that the successful candidate's salary will be between, \$4,718/mo. to \$7,500/mo. Significant experience can result in a higher salary. Final compensation is commensurate with experience.

Contact: Interested applicants should e-mail a single PDF document containing your resume, cover letter, and two writing samples that showcase your communication skills and experience relevant to the role to Caitlin.Voorhees@asm.ca.gov. Please write "Assemblymember Papan Legislative Director" in the subject line. Phone calls or walk-ins will not be accepted.