



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Rubio
Classification: Field Representative
Posted: January 10, 2024
Yearly Salary Range: \$47,184- \$55,000
Location: West Covina District Office

Basic Function: Acts within a district as an official representative and liaison of the Member.

Reports to: Member, Chief of Staff, and District Coordinator.

Supervises: Generally, no supervisory responsibility.

Distinguishing Characteristics: Functions as the second representative in a Member's district office, assisting the District Coordinator; may be the primary representative in a second district office in a large district. Acts on behalf of the Member within specified guidelines.

Essential Duties:

- Acts as the Member's representative by responding to a variety of constituent inquiries and problems, including professional, interpersonal communications, and responses to telephone calls and mail.
- Attends local government, community, and private interest group meetings; produces reports describing key issues discussed.
- Makes presentations at events on behalf of the Member.
- Serves as a liaison between the district and the Member by maintaining an awareness of, and involvement in, district affairs and issues, and reports to the Member as appropriate.
- Coordinates office procedures, routine correspondence, telephone inquiries, events, and special projects.
- Assists in the research, public discussion, and drafting of legislation and amendments.

- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Principles, functions, practices, and operations of the California State Legislature.
- District and State issues, current events, and relevant legislation.
- Basic journalism and communication.
- Establish and maintain cooperative relationships with local governments, private interest groups, community-based organizations, and other general public.
- Communicate clearly and concisely.

Work efficiently and effectively under pressure.

- Work extended hours as necessary, when legislative functions dictate.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Access, input, and retrieve information from a computer and other resource materials.

Contact: To apply, please email a cover letter, resume, and writing sample to veronica.lopez@asm.ca.gov.