



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Papan

Classification: Field Representative

Posted: January 14, 2025

Location: 1528 South El Camino Real, Suite 302, San Mateo, CA 94402

Assemblymember Papan is seeking a Field Representative to serve in her District office. Under the direction of the Member and District Director, the Field Representative acts within the district as an official representative and liaison of the Member.

Key responsibilities include but are not limited to acting 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. Attending local government, community, and private interest group meetings; producing reports describing key issues discussed. Making 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. Must also be able to work a flexible schedule, including some nights and weekends as required.

The Assembly salary range for this position is \$ \$5,417-\$7,845 monthly.

Contact: To apply, please email a cover letter and resume, and include in the subject line: "Field Representative Opening" to caitlin.voorhees@asm.ca.gov.