



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Gregg Hart

Classification: Legislative Assistant

Posted: January 3, 2025

Final Filing: January 10, 2025. Current Assembly employees of non-returning offices are encouraged to apply.

Monthly Salary: \$5,417-\$7,845 monthly. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Location: State Capitol, Sacramento, CA

Assemblymember Gregg Hart is seeking a Legislative Assistant for his Capitol Office. Under the direction of the Capitol Director and Legislative Director, the Legislative Assistant will perform a variety of duties including, but not limited to, staffing bills and policy committees, conducting policy related research, drafting talking points, fact sheets, memos and letters, meeting with stakeholders, advising the Assemblymember on specific issue areas, and general office duties as needed. Preferred candidates will have a minimum of 2 years of experience in the Legislature, possess strong verbal and written communication skills, and the ability to work collaboratively in a fast-paced environment.

Contact: Interested applicants should email a copy of their resume and a cover letter to Lenh.Voong@asm.ca.gov. Please write "Legislative Assistant Position" in the subject line.