



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Liz Ortega
Classification: Legislative Assistant
Posted: December 20, 2024
Monthly Salary: \$5,417-\$7,845 monthly.
Location: State Capitol, Sacramento, CA

Assemblymember Liz Ortega is seeking a Legislative Assistant for her Capitol Office. Under the direction of the Chief of Staff 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, 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 1-2 years of experience in the legislature and possess strong verbal and written communication skills as well as the ability to work collaboratively in a fast-paced environment. Proficiency in Spanish preferred. Current Assembly employees of non-returning offices are encouraged to apply.

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