



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Lee

Classification: Field Representative

Posted: May 8, 2023

Under the supervision of the District Director, works out of the District Office in Milpitas and acts within the district as a representative and liaison of the Assemblymember.

Duties: The Field Representative will perform a variety of duties including, but not limited to, responding to a variety of constituent services and inquiries, including professional interpersonal communications, telephone calls, and mail; attending local government and community organization meetings and producing reports describing key issues discussed; event planning; and making presentations at events on behalf of the Assemblymember.

Knowledge of: District and state issues, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, community-based organizations and other general public.

Familiarity with 24th Assembly district and issues facing the region is desired. AD 24 consists of Alameda and Santa Clara Counties, including the cities of Fremont, Newark, Sunol, Milpitas, and San Jose.

Skills Desired: Candidates must have excellent written and oral communication skills, as well as an attention to detail. Additionally, must be able to communicate effectively under tight deadlines. Bilingual skills in Mandarin strongly preferred.

The ideal candidate will be able to work efficiently and effectively under pressure, work extended hours as necessary when legislative functions dictate, and proficient in Microsoft Office.

Additional Information: A car is required for the position. Candidates must be available for week night and weekend events. The salary range for this position is \$3,932 to \$10,011/month. Significant experience and seniority is needed to reach the higher end of this salary range.

Contact: Please submit a cover letter & resume for consideration to Allison.lim@asm.ca.gov