



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Buffy Wicks

Classification: Legislative Assistant

Posted: 12/5/2022

Monthly Salary Range: \$3,709 to \$9,444

Assemblymember Buffy Wicks is seeking an experienced Legislative Assistant in her Capitol Office. Two or more years of prior legislative experience is strongly preferred. Responsibilities include, but are not limited to, examining bill proposals, staffing multiple bills, researching and analyzing policy issues, developing briefing materials, generating support for legislation, briefing the Member on pending legislation, preparing committee and floor analyses, and drafting talking points. The ideal candidate will possess excellent analytical skills, strong written and verbal communication skills, and an understanding of the legislative process. Must be a self-starter with strong interpersonal skills who can work effectively in a team-oriented, fast-paced, and deadline driven environment.

Contact: To apply, please send a cover letter and resume to Shannon.McKinley@asm.ca.gov.