

District Representative

Office of Senator-Elect Gomez Reyes
California State Senate | San Bernadino, CA



Salary Range: \$5,384 - \$8,406

Seniority Range: \$8,616 - \$10,244

Job Posted On: Nov-08-2024

Filing Deadline: Until Filled

Are you looking for an exciting and fast-paced career actively working on critical legislation to improve California, addressing issues in our communities, and meeting the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS:

Under the direct supervision of the District Director, the District Representative will work with constituents, District organizations, local governments, and state agencies. Applicants must be organized, detail-oriented, and able to work well with others.

DUTIES:

Under the direct supervision of the District Director, the ideal candidate will be flexible, able to work in a fast-paced, professional environment, and provide top-notch constituent services. The District Representative will also effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned. The District Representative must stay on top of District issues, by engaging in community outreach, continuously following local news sources, and tracking constituent input.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates must be able to prioritize tasks and meet deadlines under pressure. Participate as a team member with district and capitol staff. Pay close attention to detail. Use critical thinking when solving complex problems. Communicate clearly and concisely, verbally and in writing. Accurately follow directions. Work independently in the absence of supervision. Exercise discretion and confidentiality. Work a schedule that includes nights and weekends.

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated, and able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree required. Legislative experience preferred. Please include verification of your degree with your completed application.

Strong oral and written communication skills are essential, in addition to proficiency with Microsoft Office and PCs. A current driver's license and automobile liability insurance are mandatory. Knowledge of legislative culture and process is preferred. Prior experience with LCMS is a plus. A strong commitment to providing excellent service to constituents is necessary.

Before being hired, candidates for this position are required to participate in the Department of Motor Vehicle (DMV) Employee Pull Notice Program and must complete a DMV Form INF 1101, which authorizes the release of their driving record to the Senate Rules Committee. You must possess a valid California Driver's License with a clean driving record. In addition you are required to have proof of liability insurance at all times. NOTE: Information from your driving record will be shared with the hiring supervisor which may impact your hiring status.

If you are offered this position and you are vaccinated (for COVID-19), you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

BENEFITS:

The Senate offers a competitive benefits package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

LOCATION, SALARY AND FILING DATE:

This position is located in San Bernadino, CA.

Final salary will be commensurate with experience and education. Seniority and significant experience are required to reach the higher end of the salary range.

Applications will be accepted until the position is filled.

**Multiple positions available.

HOW TO APPLY:

Please use the "Apply Online" button above to apply.

A cover letter and resume are required in addition to the Senate application. **NOTE:** Please complete the Senate application in as much detail as possible. **Include all work history** for a complete review of your experience.

If you are unable to complete the online application, please email all required documentation to the contact listed below.

Senate Recruitment

SenateRecruitment@sen.ca.gov

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodation(s) if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding or requests for reasonable accommodations may be directed to Senate Human Resources at SenateRecruitment@sen.ca.gov.

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted 11/08/2024