# CALIFORNIA STATE ASSEMBLY
# JOB LISTINGS

**Office:** Assemblymember M. Fong
**Classification:** Legislative Assistant
**Posted:** January 18, 2023
**Monthly Salary Range:** $3,709 to $9,444

Assemblymember Mike Fong (D-Alhambra) is seeking a Legislative Assistant. The ideal candidate has at least two years of legislative experience, either working in the Legislature or with the Legislature; great writing, communications and analytical skills; is able to work on multiple tasks at the same time; and is a team player. Job duties include, but not limited to, staffing the Assemblymember's bills (research, write fact sheets and Q & As, garner support, work with Committee staff, etc), staffing the Assemblymember on committees he sits on, taking lead on a number of issue areas, making recommendations on bills, staffing the Assemblymember in meetings or at events, analyzing and writing briefing materials for bills on the Floor, and meeting with stakeholders and constituents.

**Contact:** Please send cover letter and resume to Sophia Kwong Kim, sophia.kwong@asm.ca.gov.