

# FIELD REPRESENTATIVE

**BASIC FUNCTION:** Acts within a district as an official representative and liaison of the Member.

**REPORTS TO:** Member, Chief of Staff and District Coordinator.

**SUPERVISE:** Generally, no supervisory responsibility.

**DISTINGUISHING CHARACTERISTICS:** Functions as the second representative in a Member's district office, assisting the District Coordinator; may be the primary representative in a second district office in a large district. Acts on behalf of the Member within specified guidelines.

## **ESSENTIAL DUTIES:**

- Acts as the Member's representative by responding to a variety of constituent inquiries and problems, including professional interpersonal communications and responses to telephone calls and mail.
- Attends local government, community and private interest group meetings; produces reports describing key issues discussed.
- Makes presentations at events on behalf of the Member.
- Serves as a liaison between the district and the Member by maintaining an awareness of and involvement in district affairs and issues, and reporting to the Member as appropriate.
- Coordinates office procedures, routine correspondence, telephone inquiries, events and special projects.
- Assists in the research, public discussion, and drafting of legislation and amendments.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

## **KNOWLEDGE OF/ABILITY TO:**

- Principles, functions, practices, and operations of the California State Legislature.
- District and State issues, current events, and relevant legislation.
- Basic journalism and communication.
- Establish and maintain cooperative relationships with local governments, private interest groups, community-based organizations and other general public.
- Communicate clearly and concisely.
- Work efficiently and effectively under pressure.
- Work extended hours as necessary when legislative functions dictate.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Access, input, and retrieve information from a computer and other resource materials.