



Congresswoman Judy Chu

27th District

JOB OPENING: FIELD REPRESENTATIVE/CASEWORKER

DESCRIPTION: Field Representative/Caseworker monitors and updates the Member on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Member and constituents, and answers casework correspondence and verbal communications with constituents. **Knowledge of cities Monterey Park, San Gabriel is a plus, but not required.**

ESSENTIAL JOB FUNCTIONS REQUIRED:

- Acts as the representative for the Member within his or her area of responsibility: including answering casework correspondence, meeting with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member of all happenings in his or her assigned issue areas by screening district media sources and interacting with community stakeholders;
- Manages casework assignments, and acts as a liaison with constituents to ensure that their cases are handled in a responsive manner;
- Handles event planning and logistics for Town Hall meetings and various outreach programs for the Member.
- Performs other duties as assigned

SKILLS AND KNOWLEDGE REQUIRED:

- Works well under pressure;
- Works a flexible schedule, which may include evenings and weekends;
- Strong oral and written communication skills; **Bilingual ability in Mandarin is desirable.**
- Knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state and federal agencies and departments; and
- Knowledge of office computer applications

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