

**OFFICE OF ASSEMBLY MEMBER ED CHAU
49th ASSEMBLY DISTRICT**

FIELD REPRESENTATIVE

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

REPORTS TO: Member and District Director

ESSENTIAL DUTIES:

- Acts as the Member's representative by responding to a variety of constituent inquiries and problems, attending meetings of local government and private interest groups, non-profit groups, and the community
- Serves as a liaison between the district and the Member by maintaining an awareness and involvement in district affairs and issues, and reporting to the Member as appropriate.
- Organize events, workshops, townhalls, and roundtable discussions as needed.
- Performs office procedures, routine correspondence, telephone inquiries, and special projects.
- Assists in research and public discussions.
- 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, 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.
- Language skills in Spanish preferred.

SALARY: Depending on experience.

EMAIL RESUME, LETTER OF INTENT, AND WRITING SAMPLE TO:

Daisy Ma, District Director
Office of Assembly Member Ed Chau, 49th District
Email:daisy.ma@asm.ca.gov