

Assembly Chief Clerk Paid Legislative Internship Program

*Providing Students with Excellent
Legislative Experience Since 1989*



*California State Assembly
Office of the Chief Clerk
September 2016*

2017 Legislative Internship Program

CALIFORNIA LEGISLATURE
CHIEF CLERK
OF THE
ASSEMBLY
INTERNSHIP PROGRAM



Applications and resumes due by
12 noon Wednesday, October 19, 2016
Available for download at www.clerk.assembly.ca.gov

The Office of the Chief Clerk

The Chief Clerk is one of three nonmember, nonpartisan officers elected by the Assembly at the beginning of each two-year session. The position of Chief Clerk was created by California's first State Assembly, which convened in San Jose on December 17, 1849. The duties of the office have expanded greatly since the early days of our state.

The Chief Clerk and his staff now engage in a wide variety of tasks, from publishing the Assembly's official documents to amending and proofreading all legislation considered by the House. Senior staffers also provide Members and staff advice on parliamentary procedure relative to Floor sessions. Additionally, the Office of the Chief Clerk plays an important role in the official orientation of newly-elected Members of the Assembly following every general election.

The current Chief Clerk, E. Dotson Wilson, was first elected in January 1992, and has been unanimously reelected by the Members of the Assembly for each session. He serves as the Parliamentarian of the Assembly, and is in charge of a 35-member staff of legislative clerks.

Duties of the Chief Clerk

- Keeping all the bills, papers, and records of the proceedings and actions of the Assembly.
- Publishing the official documents of the House, including the Daily Journal (the minutes of each Floor session), the Daily File (the agenda), and the Assembly History (list of all actions taken on every bill).
- The Chief Clerk is the Parliamentarian of the Assembly, whereby he advises the presiding officer, Members, and staff on parliamentary procedure.
- Performing the actual amending of legislation.
- Providing Members edited and compiled analyses, prepared by committee staff, of every bill and amendment on the Floor.
- Engrossing legislative measures (proofreading and comparing amended bills against the officially adopted amendments).
- Enrolling passed measures, and transmitting them to the Governor or Secretary of State.

Overview of the Chief Clerk's Office

The base of operations for the Chief Clerk and his staff is the Assembly Chamber. A long desk spans the width of the Chamber, and serves as the permanent work station for a dozen clerks who process thousands of bills and publish thousands of pages of information for the public record. Information compiled by this staff is made available to millions via the internet. The "Office of the Chief Clerk" is a suite located on the third floor of the Capitol Annex, adjacent to the Assembly Chamber. Several assistants work in this office as well, including the Floor Analysis Unit, amending staff, and others, all of whom play an important role in the processing of legislative information.

The Engrossing and Enrolling Unit is stationed in the basement of the Capitol, and is the processing center for all bills amended in the Assembly. Teams of proofreaders and administrative staff examine every word and punctuation mark to ensure that they match the official language adopted by the Legislature, as well as conforming to specific grammar and style guidelines. When legislation has passed both Houses, the Engrossing and Enrolling Unit prepares and delivers the bills to the Governor for consideration.



Getting Your Start in the Capitol

What better way for students of government to learn the legislative process than to be a part of the process itself? Since 1989, UC Davis and CSU Sacramento students have been given the unique opportunity to work as full-time Capitol staffers for several months while earning a salary, significant course credit, and most importantly, gaining an insider's view of the California Legislature. The program was expanded to UC Merced in 2012. Most other Capitol internships are part-time, volunteer positions with little college credit. The major difference is the Chief Clerk's program requires full-time hours.

Moreover, the Chief Clerk's interns learn the legislative process and gain valuable work experience in an intense and often exciting atmosphere. The interns are granted access to the Assembly and Senate Floors during session, a privilege only bestowed upon Members of the Legislature, Sergeants at Arms, and the Chief Clerk's staff.

Graduates of the program use their Capitol experience to market themselves to prospective employers. Some go on to become Capitol Fellows, full-time Capitol staffers, and lobbyists, while others use the experience as a transitional step before attending graduate school or pursuing other fields.

Intern Responsibilities

As legislative clerks, the interns perform official duties such as amending legislation, processing bills, amendments, analyses, and enrolling legislation to the Governor and Secretary of State. Interns are responsible for tracking floor amendments, distributing materials to Members, answering phones, and photocopying. Since the interns work on official acts of the Legislature, the work is very detail oriented.

Although the work is important and time consuming, interns are exposed to intense debates, parliamentary maneuvering, and important floor votes on controversial issues. The Capitol is a dynamic working environment.

Legislators, lobbyists, and journalists meet with the interns numerous times during their employment at the Capitol as part of the Enrichment Program.

The Capitol is the place for students of government to learn about the players and the processes in the legislative arena.



Internship Job Descriptions

Five Full-Time Positions Available

Desk Clerk

Dates: February 6, 2017 – September 29, 2017*

Location: Assembly Chamber

Primary Responsibilities: Assist the Assistant Chief Clerk with the processing of legislation, amendments, bill introductions, and other duties as needed. Maintain publication shelves in the Chamber. Amend bills, photocopy amendments and analyses. Coordinate amendment tracking on the Floor, answer phones, and conduct research.

Amending Clerks (2 positions)

Dates: March 27, 2017 – September 29, 2017*

Location: Chief Clerk's Office and Assembly Chamber

Primary Responsibilities: Amend bills and draft mock-ups of bills as amended by the Assembly. Proofread amendments, answer phones, conduct research, and perform other duties as required.

Engrossing and Enrolling Clerk

Dates: March 27, 2017 – September 29, 2017*

Location: Satellite office in Historic Capitol Basement

Primary Responsibilities: Assist the head of Engrossing and Enrolling with administrative duties relative to proofreading bills. Answer phones, file, and fill out paperwork. Serve as a liaison to the Senate, Governor's Office, and the Secretary of State's Office. Perform proofreading, running of errands, and other duties when necessary.

Floor Analysis Assistant

Dates: March 27, 2017 – September 29, 2017*

Location: Floor Analysis Unit of Chief Clerk's Office

Primary Responsibilities: Assist Floor Analysis staff with administrative duties relative to collating, editing, and filing of committee analyses. Use legislative computer systems, answer phones, conduct research as assigned, and work long hours during busy times.

Salary*

Interns will receive a \$1,840 monthly salary. There is no compensation for overtime.

All positions require long hours when the Legislature nears certain deadlines. Endurance, promptness, professionalism, ability to work well in a team environment, attention to detail, and a positive attitude are absolutely required for each position.

*Internship dates and salary are subject to change. All offers of employment are subject to change prior to start date.

General Information

Hours

Interns work full-time hours as legislative employees. Generally, employees will work Monday through Friday, 9 a.m. to 5 p.m., with a one hour lunch break. However, during high-volume legislative periods, employees may be expected to work long hours and some weekends as necessary. The Legislature generally grants its employees paid leave on state holidays (e.g., Memorial Day).

Guest Speakers – The Enrichment Program

The internship's Enrichment Program provides interns with the chance to hear from key players in the Capitol in a small group environment. These special guests offer their views on the legislative process, politics, and policy issues. Guest speakers have included legislators, lobbyists, news reporters, and staff from the executive and legislative branches.

Cross Training and Reassignment

Interns will be afforded the opportunity to participate in different areas of the Chief Clerk's Office. At any point in the internship, students may be reassigned to other areas to meet the needs of the office.

Employment

Interns, like all legislative staff, are "at-will" employees; they serve at the pleasure of the California Legislature, and may be terminated without cause at any time. Newly hired interns must fill out all personnel paperwork required by the Assembly Rules Committee as a condition of employment.

Ethics

The Office of the Chief Clerk is a non-partisan office that serves all Members of the California State Assembly. Political campaign work and partisan favoritism are not allowed nor tolerated. Additionally, interns are subject to the ethical standards detailed in the Assembly Employee Manual.

Parking and Transportation

It is the responsibility of interns to arrange flexible and RELIABLE transportation to and from work. Intern salaries have been increased to offset parking costs. All-day parking lots are within walking distance of the Capitol.

Not a Policy-Oriented or Political Internship

These internships are NOT policy-oriented positions. Interns, like other staff, will perform "mundane" duties (e.g., photocopying, collating, etc.). Interns learn the process and procedures, but are NOT active participants in partisan or policy issues.

Eligibility and Requirements

Eligibility

Upper division students from CSU Sacramento, UC Davis, and UC Merced are eligible to apply.

Exceptions for Graduating Seniors/Post-Graduate Work

Students who are graduating prior to August 2016 or who have recently graduated from CSUS, UCD, or UCM may also apply, and may be able to negotiate course credit for post-graduate work with the universities.

Prerequisites

Students of any major with an interest in government may apply. Candidates must be detail oriented and be committed to working full-time hours, plus extra hours as needed during periods of heavy workload. A professional demeanor is a requirement.

Desirable Skills

Proofreading and editing skills, working well under deadline pressure, excellence in working in a team environment, basic computer skills, and research skills are all important qualities desirable in an intern candidate.

Campus Requirements

Interns are expected to be enrolled in their respective campus internship course and are required to complete the academic components imposed by the universities. The internship coordinator will be in contact with campus administration to determine the ongoing student status of each intern prior to hiring and periodically during employment.

Disqualification

Interns may be disqualified from participation in the program if campus administration determines that the student is not satisfactorily completing the academic or enrollment requirements of the university.

Enrollment Flexibility

UCD students have several enrollment options, including earning units retroactively after completing their internships.



How to Apply

Application Process

Students should attend one of the informational briefings (see below) on their campus to determine if they wish to apply. Applications can be picked up in Kerr Hall Room 468 at UCD, Tahoe Hall Room 3104 at CSUS, Student Services Building Room 230 at UCM, State Capitol Room 3196, or at clerk.assembly.ca.gov. Direct questions to Russell Tomas at (916) 319-2355/Russell.Tomas@asm.ca.gov or Brian Ebbert at (916) 319-2364/Brian.Ebbert@asm.ca.gov.

Application/Resume Deadline

Applicants must turn in resumes and applications to the UCD Political Science/International Relations Student Services (Kerr Hall Room 468), the CSUS Government Department (Tahoe Hall Room 3104), or the Chief Clerk's Office (State Capitol Room 3196). All UCM students must e-mail resumes **AND** applications to Russell.Tomas@asm.ca.gov **AND** Brian.Ebbert@asm.ca.gov. The deadline for submission is:

12 NOON on WEDNESDAY, OCTOBER 19, 2016

On-Campus Informational Meetings

Representatives from the Assembly Chief Clerk's Office will be on campus to give an overview of the program, and to answer students' questions at the following times:

UC MERCED

THURSDAY, SEPTEMBER 29, 2016

11 A.M. – SOCIAL SCIENCES & MANAGEMENT BUILDING, ROOM 217

CSU SACRAMENTO

(Attend either meeting)

TUESDAY, OCTOBER 4, 2016

3 P.M. – AMADOR HALL, ROOM 153

or

WEDNESDAY, OCTOBER 12, 2016

2 P.M. – ACADEMIC ADVISING & CAREER CENTER, LASSEN HALL, ROOM 1013

UC DAVIS

THURSDAY, OCTOBER 13, 2016

2 P.M. – SOUTH HALL, ROOM 114

How to Apply - continued

Application Timeline

September 29 – October 19	Accepting applications/resumes
September 29	UCM meeting, SSM, Room 217 at 11 a.m.
October 4	CSUS meeting, Amador Hall, Room 153 at 3 p.m.
October 12	CSUS meeting, Lassen Hall, Room 1013 at 2 p.m.
October 13	UCD meeting, South Hall, Room 114 at 2 p.m.
October 19	Application/resume deadline – 12 noon
Week of October 31	Interviews at the State Capitol
Mid-November	Applicants notified of results

Screening

Applicants will be screened by each campus to verify student status and GPA.

Interviews

Applicants will be contacted October 20-21 to schedule interviews. The panel-style interviews will be held the week of October 31 at the State Capitol. Applicants will be asked general questions regarding their qualifications, experience, ambitions, etc. A brief reading/proofreading exercise will be administered.

References

References are mandatory. Personal and employment references are preferred.

Applicants Notified of Results

The interview panel will make its decision by mid-November. All applicants will be contacted by mail or phone with results by mid-November. Offers of employment are subject to change/rescission prior to internship start date.

Contacts

State Capitol: Brian Ebbert: (916) 319-2364 / Brian.Ebbert@asm.ca.gov
Russell Tomas: (916) 319-2355 / Russell.Tomas@asm.ca.gov

CSU Sacramento: Michael Wadle: (916) 278-4012
Candace McGee: (916) 278-7207

UC Davis: Ken Barnes: (530) 752-2011
Anya Stewart: (530) 752-6241

UC Merced: Christopher Alarcon: calarcon3@ucmerced.edu
Myra Fernandez: (209) 228-4259

APPLICATION FOR INTERNSHIP

APPLICATION PACKET AVAILABLE FOR DOWNLOAD AT WWW.CLERK.ASSEMBLY.CA.GOV

DEADLINE: NOON, OCTOBER 19 TURN IN APPLICATION TO TAHOE HALL RM. 3104 (CSUS), KERR HALL RM. 468 (UCD), OR CAPITOL RM. 3196.
UCM APPLICANTS MUST E-MAIL THE APPLICATION AND ALL RELATED MATERIAL TO BOTH OF THE INTERN COORDINATORS.



Assembly Chief Clerk's Office
State Capitol, Room 3196
Sacramento, CA 95814

Intern Coordinators
BRIAN EBBERT
(916) 319-2364
Brian.Ebbert@asm.ca.gov

CHECK CAMPUS:
CSUS **UC DAVIS** **UC MERCED**

RUSSELL TOMAS
(916) 319-2355
Russell.Tomas@asm.ca.gov

APPLICANT NAME _____

ADDRESS _____

CITY _____

ZIP _____

PHONE (day) _____

PHONE (evening) _____

CUMULATIVE GPA _____

GRADUATION DATE _____

MAJOR _____

EMAIL ADDRESS _____

CHECK EARLIEST STARTING DATE:

FEB. 6

MAR. 27

NOTE: ENROLLMENT AND GPA MAY BE VERIFIED BY CAMPUSES. _____

EXPLAIN HERE IF YOU HAVE SPECIAL CIRCUMSTANCES RELATIVE TO STARTING DATE
(FEB. 6/MAR. 27, 2017) OR ENDING DATE (SEPT. 29, 2017) _____

HOW DID YOU HEAR ABOUT THIS INTERNSHIP PROGRAM (check all that apply):

Professor

School

Career Center

Career Fair

Newspaper

Other: _____

WRITING SAMPLE:

In one brief paragraph, explain what skills and qualifications you can bring to the office and why you are pursuing this internship. This written statement will assist us in judging your writing and proofreading skills. (Type your half-page response to this question on a separate sheet, and attach it to this application. Include your name at the top of the sheet.)

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

- (1) Your response to the above prompt
- (2) Your resume
- (3) A list of references

I have read the entire internship application packet and fully understand its contents. I understand that during my internship I may be required to work late hours, holidays, and on weekends.

Signature _____

Date _____

SUBMIT YOUR APPLICATION BY NOON ON WEDNESDAY, OCTOBER 19. DIRECT INQUIRIES TO INTERN COORDINATORS LISTED ABOVE. YOU WILL BE CONTACTED BY OCTOBER 21 TO SCHEDULE AN INTERVIEW FOR THE WEEK OF OCTOBER 31, 2016.