

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.

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.

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

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

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.

Providing Students with Excellent Legislative Experience Since 1989



*California State Assembly
Office of the Chief Clerk
November 2019*

CALIFORNIA LEGISLATURE CHIEF CLERK OF THE ASSEMBLY INTERNSHIP PROGRAM



Applications and resumes due by
12 noon Monday, December 9, 2019
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 Office of the Chief Clerk now engages 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 provide advice to Members and their staff on parliamentary procedure relative to Floor sessions and committee hearings. The office also plays an important role in the official orientation of newly-elected Members of the Assembly following every general election.



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.

Internship Positions

Five Full-Time Positions Available

- Desk Clerk (Start Date: February 10, 2020*)
- Amending Clerks (2 positions) (Start Date: March 23, 2020*)
- Engrossing and Enrolling Clerk (Start Date: March 23, 2020*)
- Floor Analysis Assistant (Start Date: March 23, 2020*)

(End Date for All Positions: September 25, 2020)

Interns will receive a \$2,109 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.

How to Apply

Students should attend one of the informational briefings (see below) on their campus to determine if they wish to apply. Applications are located at clerk.assembly.ca.gov.

Applicants must send in resumes and applications to all three coordinators:

- ▶ Russell.Tomas@asm.ca.gov
- ▶ Creston.Whiting-Casey@asm.ca.gov
- ▶ Jacquelyn.Delight@asm.ca.gov

The deadline for submission is:

12 NOON on MONDAY, DECEMBER 9, 2019

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:

CSU SACRAMENTO
WEDNESDAY, OCTOBER 9, 2019
3 P.M. – YOSEMITE HALL, ROOM 127

UC DAVIS
WEDNESDAY, NOVEMBER 20, 2019
2 P.M. – SOUTH HALL, ROOM 114

UC MERCED
THURSDAY, NOVEMBER 21, 2019
12:30 P.M. – STUDENT SERVICES BUILDING (SSB), ROOM 238

How to Apply - continued

Applicants will be contacted December 10-12 to schedule interviews. The panel-style interviews will be held the week of December 16 at the State Capitol.

Applicants will be asked general questions regarding their qualifications, experience, ambitions, etc. A brief reading and proofreading exercise will be administered.

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

References are mandatory. Personal and employment references are preferred.

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

Contacts

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