

## **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 longer 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 nonpartisan 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 duties like publishing bills, processing legislative transactions, proofreading documents, 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 2022*

# CALIFORNIA LEGISLATURE CHIEF CLERK OF THE ASSEMBLY INTERNSHIP PROGRAM



Applications and resumes due by  
12 noon Thursday, December 15, 2022  
Available for download at [clerk.assembly.ca.gov](http://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 Members and their staff advice 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 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**

#### **Three Full-Time, In-Person Positions Available**

Interns perform official duties such as amending legislation, processing bills, amendments, and analyses, enrolling legislation to the Governor and Secretary of State, tracking floor amendments, distributing materials to Members, and other office tasks. The work is very detail-oriented in a dynamic environment.

**Start Date: February 1, 2023 / End Date: September 29, 2023\***

Interns will receive a \$2,579 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.

\*All offers of employment, internship dates, and salary are subject to change.

If selected for the program, per Assembly policy, all prospective employees must submit with their New Hire Packet either a COVID-19 Vaccination Record Card or a completed medical or religious accommodation request form to Assembly Rules Committee, Human Resources, for approval.



### **How to Apply**

Students should attend one of the online informational briefings for their respective campus to determine if they wish to apply. The application is located at:

**[clerk.assembly.ca.gov/content/internship-program](http://clerk.assembly.ca.gov/content/internship-program)**

Applicants must send an application, resume, and all required materials to the intern coordinator:

◆ [Creston.Whiting-Casey@asm.ca.gov](mailto:Creston.Whiting-Casey@asm.ca.gov)

The deadline for submission is:

**12 NOON on THURSDAY, DECEMBER 15, 2022**

### **How to Apply - continued**

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

**Friday, December 9, 2022  
10 a.m.**

**Friday, December 9, 2022  
3 p.m.**

**Zoom link:**

**<https://caasm.zoom.us/j/95771341474?pwd=Y2c1ckZ3QUhmQnZ6WmdVUHFZNmQ2dz09>**

For links to these online meetings please contact your campus contact listed below.

Applicants will be contacted December 15-16 to schedule interviews. The interviews will be held the week of December 19.

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

References are mandatory. Academic 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 their results. Offers of employment are subject to change or rescission prior to internship start date.

### **Contacts**

Capitol: [Creston.Whiting-Casey@asm.ca.gov](mailto:Creston.Whiting-Casey@asm.ca.gov)

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