General Information

Hours
Interns work full-time, generally Monday through Friday, 9 a.m. to 5 p.m., with a one-hour lunch break. Extended hours and occasional weekends are required during peak legislative periods. Paid state holidays are observed (e.g., Memorial Day).

Positions
- Two Assembly Desk Interns
- One Assembly Floor Analysis Intern
- One Engrossing and Enrolling Intern

Cross-Training and Reassignment
Interns will have the opportunity to work in different divisions of the Chief Clerk's Office. Reassignments may occur at any time to meet the needs of the office.

Guest Speakers - The Enrichment Program
Interns benefit from the Enrichment Program, which brings key Capitol figures into small-group discussions. Past speakers have included legislators, lobbyists, reporters, and executive and legislative staff, offering diverse perspectives on the legislative process, politics, and policy issues.

Ethics
The Office of the Chief Clerk is strictly nonpartisan and serves all Members of the Assembly. Political campaign work and partisan favoritism are prohibited. Interns are also bound by the ethical standards outlined in the Assembly Employee Manual.

Not a Policy-Oriented or Political Internship
These positions are not policy or political internships. Interns, like other staff, perform administrative and procedural work such as publishing bills, processing legislative transactions, and proofreading official documents. While interns gain significant knowledge of the process, they do not participate in partisan or policy matters.

Providing Students with Excellent Legislative Experience Since 1989

California State Assembly
Office of the Chief Clerk
September 2026

CALIFORNIA LEGISLATURE
CHIEF CLERK
OF THE
ASSEMBLY
INTERNSHIP PROGRAM

Applications and resumes due by
11:59 p.m., Sunday, November 8, 2026
Available for download at clerk.assembly.ca.gov

The Office of the Chief Clerk

The Chief Clerk is one of two nonmember, nonpartisan officers elected by the Assembly at the beginning of each two-year legislative session. The position of Chief Clerk was established by California's first State Assembly, which convened in San Jose on December 17, 1849. Over time, the duties of the office have expanded significantly.

Today, the Office of the Chief Clerk is responsible for publishing the Assembly's official documents, amending and proofreading legislation, and providing Members and staff with advice on parliamentary procedure during Floor sessions and committee hearings. The office also plays an important role in orienting newly elected Assembly Members following each election.

Getting Your Start in the Capitol

Since 1989, sudents from UC Davis and CSU Sacramento have had the opportunity to serve as full-time Capitol staff through the Chief Clerk's Internship Program. UC Merced joined the program in 2012.

Unlike most Capitol internships, which are part-time and unpaid, this program requires full-time commitment, offers a monthly salary, provideds academic credit, and grants interns an insider's perspective on the legislative process. Interns are given access to the Assembly and Senate Floors during session - a privilege typically reserved only for Legislators, Sergeants-at-Arms, and the Chief Clerk's staff.

Internship Positions
Four Full-Time, In-Person Positions Available

- Start Date: February 1, 2027*
- End Date: September 30, 2027*
- Salary: $3,570 per month, plus benefits*
- Note: Overtime is not compensated

Interns perform official duties such as:
- Amending and proofreading legislation
- Processing bills, amendments, and analyses
- Enrolling measures to the Governor and Secretary of State
- Tracking Floor amendments and motions
- Supporting additional office functions as needed

All positions require professionalism, punctuality, endurance, teamwork, attention to detail, and a positive attitude. Extended hours are expected and mandatory during legislative deadlines.

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

How to Apply

Students should attend one of the 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

Applicants must complete the online application, then email their resume to both internship coordinators. Applications will not be processed until both steps are completed.

Creston.Whiting-Casey@asm.ca.gov
Victoria.Garduno@asm.ca.gov

The deadline for submission is:

11:59 p.m. on SUNDAY, NOVEMBER 8, 2026

How to Apply - continued

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

CSUS Students
Friday, October 30 at 12 noon, via Zoom

UCD Students
Thursday, October 29 at 12 noon, via Zoom

UCM Students
Tuesday, November 3 at 12 noon, via Zoom

For in-person meeting information and links to the online presentations, please contact your campus contact listed below.

Applicants will be contacted by November 12 to schedule interviews. The interviews will be held the week of November 16.

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 early 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
Victoria.Garduno@asm.ca.gov

CSUS: Jaime Jackson, Ph.D.: Jaime.Jackson@csus.edu
Melissa J. Repa: Melissa.Repa@csus.edu

UCD: Luis Esparza: Lesparza@ucdavis.edu
Kayla Timmons Chao: ktchao@ucdavis.edu

UCM: Aubriana Barajas: abarajas@ucmerced.edu
Magali Torres: mtorres86@ucmerced.edu