

**Office of the Attorney General
Department of Justice**



Executive Speechwriter

Sacramento

Salary commensurate with experience

(Subject to CalHR approval)

We are seeking an experienced writer and thought-leader who has strong organizational skills, knowledge of state and policy issues, possesses excellent written and verbal communication skills, experience in writing speeches and op-eds. The candidate must maintain strict confidentiality of information, work well under pressure and effectively with all levels of staff. They will be expected to master emerging new policy initiatives, insightfully develop, shape, and implement public engagement strategies to inspire audiences and to extend the vision of the Department of Justice, Attorney General's Office.

If you have the ability to build advocacy through your written word, we would like to talk to you.

About the Position

The Executive Speechwriter researches a wide variety of public policy and legal issues, drafts speeches, talking points and statements for the Attorney General, writes and edits press releases, op-eds and other departmental publications.

Under the general supervision of the Director of Communications the Executive Speechwriter will work closely with communications staff to ensure speeches are shared publicly and archived in real time as appropriate.

Frequently, the Executive Speechwriter will advise the Attorney General and other Department of Justice staff on communications with the media and the public.

About the Organization

Attorney General Xavier Becerra is the state's chief law enforcement officer, responsible for ensuring that state laws are uniformly and adequately enforced. The department includes over 4,500 employees who provide legal and law enforcement services to the state, including representing the People of California in civil and criminal matters before trial courts, appellate courts and the supreme courts of California and the United States, and law enforcement activities such as criminal investigations, apprehending criminals, and exchanging criminal intelligence using state-of-the-art technology. More information is available at www.oag.ca.gov.

Minimum Qualifications

We are seeking a candidate who has strong organizational skills, knowledge of state and policy issues, experience in writing speeches and op-eds, work well under pressure, and exercise the highest degree of initiative and independence of action. The candidate must maintain strict confidentiality of information, possess excellent written and verbal communication skills, work effectively with all levels of staff, and master emerging new policy initiatives.

Desirable Qualifications

Ability to interact positively and effectively with media, public, and other members of the Attorney General's Office at all levels; strong written and oral communication skills (e.g., policy and legal issue speeches, talking points, and op-eds); an understanding of the state and federal political environment and the impact on policy strategies and goals; sharp attention to details as well as an appreciation for the big picture; and be fluent in Spanish.

Apply Now

To apply, please submit [a state application form STD 678](#) and resume to Dalia.Reed@doj.ca.gov

or:

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Department of Justice
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