Congressional Staff: Duties, Qualifications, and Skills Identified by Members of Congress for Selected Positions

Updated April 23, 2021
Congressional Staff: Duties, Qualifications, and Skills Identified by Members of Congress for Selected Positions

The roles, duties, and activities of congressional staff are matters of ongoing interest to Members of Congress, congressional staff, and observers of Congress. Members of the House and Senate establish their own employment policies and practices for their personal offices. It is arguably the case that within Member offices, a common group of activities is executed for which staff are necessary. Accordingly, a group of job advertisements for those positions from a number of different offices can shed light on the expectations Members have for position duties, as well as staff skills, characteristics, experience, and other expectations. This report provides a set of 41 widely expected job duties, applicant skills, characteristics, prior experiences, and other expectations based on a sample of ads placed by Members of Congress between approximately December 2014 and March 2021 seeking staff in their offices for 35 position titles:

- Caseworker
- Caseworker/Field Representative
- Chief Of Staff
- Communications Director
- Constituent Service Representative
- Correspondence Manager
- Deputy Press Secretary
- Deputy Scheduler
- Deputy Scheduler/Assistant to Chief of Staff
- Digital Director
- Digital Director/Press Assistant
- District Director

- District, Field, or Regional Representative
- Executive Assistant
- Executive Assistant/Scheduler
- Legislative Aide
- Legislative Assistant
- Legislative Correspondent
- Legislative Correspondent/Press Assistant
- Legislative Counsel
- Legislative Director
- Press Assistant

- Press Secretary
- Press Secretary/Digital Director
- Regional Director
- Scheduler
- Scheduler/OFFice Manager
- Senior Legislative Assistant
- Speechwriter
- Staff Assistant
- Staff Assistant/Driver
- Staff Assistant/Press Assistant
- Systems Administrator

Sample position expectations might assist Congress from multiple perspectives, including assessment of staffing needs in Member offices; guidance in setting position expectations, qualifications, and experience when offices need to hire staff; and informing current and potential congressional employees of position expectations. At the same time, categorizing congressional staff positions by position title relies on an assumption that similarly titled positions in House and Senate personal offices carry out the same tasks under essentially similar circumstances. Although personal offices may carry out similar activities, the assumption might be questionable given the differences in staff resources in House and Senate offices, as well as potential differences among offices of each chamber, particularly the Senate. Generalizations about staff roles and duties may also be limited in some ways due to the broad discretion Members have with regard to running their office activities. Variations from office to office, which might include differences in job duties, work schedules, office emphases, and other factors, may limit the extent to which sample position expectations might match operational practices in all congressional offices.

This is one of several CRS products on congressional staff. To access those products, see CRS Report R44688, Congressional Staff: CRS Products on Size, Pay, Job Tenure, and Duties.
Contents

Identifying Job Advertisements for Congressional Staff Positions ........................................ 2
Categorizing and Coding Job Advertisements ......................................................................... 2
Concluding Observations ............................................................................................................ 4
Sample Position Expectations ..................................................................................................... 7

Caseworker ............................................................................................................................... 7
Caseworker/Field Representative .......................................................................................... 8
Chief of Staff ........................................................................................................................... 9
Communications Director ....................................................................................................... 10
Communications Director, “Senior Level” or “Not Entry Level” ............................................. 11
Constituent Services Representative ...................................................................................... 12
Correspondence Manager ....................................................................................................... 13
Deputy Press Secretary ........................................................................................................... 14
Deputy Scheduler ................................................................................................................... 15
Deputy Scheduler/Assistant to Chief of Staff ......................................................................... 16
Digital Director/Press Assistant .............................................................................................. 17
Digital Director ...................................................................................................................... 18
District Director ...................................................................................................................... 19
Executive Assistant .................................................................................................................. 20
Executive Assistant/Scheduler ............................................................................................... 21
Executive Assistant/Scheduler, “Not Entry Level” .................................................................. 22
Field, District, or Regional Representative .............................................................................. 23
Legislative Aide ....................................................................................................................... 24
Legislative Assistant ............................................................................................................... 25
Legislative Assistant, “Not Entry Level” ................................................................................ 26
Legislative Correspondent ....................................................................................................... 27
Legislative Correspondent/Press Assistant ............................................................................. 28
Legislative Correspondent/Staff Assistant .............................................................................. 29
Legislative Counsel .................................................................................................................. 30
Legislative Director, House ..................................................................................................... 31
Legislative Director “Senior Level,” or “Not Entry Level” ......................................................... 32
Legislative Director, Senate .................................................................................................... 33
Military Legislative Assistant ................................................................................................. 34
Press Assistant ....................................................................................................................... 35
Press Secretary ....................................................................................................................... 36
Press Secretary/Digital Director ............................................................................................. 37
Regional Director ..................................................................................................................... 38
Scheduler .................................................................................................................................. 39
Scheduler, “Not Entry Level” .................................................................................................. 40
Scheduler/Office Manager ...................................................................................................... 41
Senior Legislative Assistant ................................................................................................. 42
Speechwriter ............................................................................................................................ 43
Staff Assistant ......................................................................................................................... 44
Staff Assistant/Driver .............................................................................................................. 45
Staff Assistant/Press Assistant ............................................................................................... 46
Systems Administrator ............................................................................................................ 47
Tables

Table 1. Distribution of Job Advertisements Analyzed, by Category and Chamber .................. 5
Table 2. Acronyms Used in This Report ............................................................................. 6

Contacts

Author Information ........................................................................................................... 48
Congressional employees are retained to perform public duties that include assisting Members in official responsibilities in personal, committee, leadership, or administrative office settings. The roles, duties, and activities of congressional staff are matters of ongoing interest to Members of Congress, congressional staff, groups, and individuals, including those who raise concerns about congressional operations. Most observers recognize that Congress does not function without staff, but there is little systematic attention to what staff do, or what Members expect of them.

In congressional offices, there may be interest in identifying Member expectations of congressional staff duties by position from multiple perspectives, including assessment of staffing needs in Member offices; guidance in setting position expectations, qualifications, and experience when offices choose to hire staff; and informing current and potential congressional employees of position expectations. Members of the House and Senate generally establish their own employment policies and practices for their personal offices. It is arguably the case that within Member offices, a common group of activities is executed for which staff with relevant skillsets and other qualifications are necessary. A body of publicly available job advertisements for staff positions from a number of different offices can shed light on the expectations Members have for position duties, as well as staff skills, characteristics, experience, and other needs.

For 35 commonly used congressional staff position titles, this report provides a set of 41 sample position descriptions including widely expected job duties, applicant skills, characteristics, prior experiences, and other expectations based on information found in a sample of job advertisements placed by Members of Congress between approximately December 2014 and March 2021 seeking staff in their offices. Table 1 lists the position titles and the frequency with which advertisements for them appeared in the sample.

---


6 Members who hire staff in committee or leadership settings also have broad discretion regarding establishing and overseeing staff roles and duties. These are beyond the scope of this report.
Identifying Job Advertisements for Congressional Staff Positions

Data used in developing sample position expectations were taken from several publicly available sources, including the following, over the periods specified:

- The House Employment Bulletin, published weekly by the House Vacancy Announcement and Placement Service (HVAPS) in the Human Resources Office of the House Chief Administrative Officer (CAO). Data were collected from ads published between approximately January 2015 and March 2021.
- The Employment Bulletin, published online by the Senate “as a service to Senate offices choosing to advertise staff vacancies.” Data were collected from ads, which were not dated, appearing from approximately July 2016 to March 2021.
- The House GOP Job and Resume Bank, which posts ads on behalf of the House Republican Conference on Facebook. Ads were collected between approximately January 2017 and what appears to be its most recent posting in November 2020. Other ads were collected from the period between approximately December 2014 and January 2017 from the House GOP Job Bank webpage on the website of Representative Virginia Foxx during part of her tenure as the House Republican Conference Secretary.
- The Job Announcements Board hosted by Representative Steny Hoyer during parts of his tenures as House majority leader and as House minority whip. Data were collected from ads posted between approximately December 2020 and March 2021, and January 2016 and December 2017.

Categorizing and Coding Job Advertisements

More than 1,950 ads were collected from all sources. While they represent a substantial number of ads posted by the sources consulted, these ads do not represent an exhaustive collection of public congressional employment solicitations. Duplicate ads resulting from posts to more than one source, and ads that appear to have been frequently reposted, were removed, as were ads for positions in congressional settings other than personal offices, yielding 931 ads for positions in Member personal offices. Substantially similar position titles (e.g., deputy scheduler and state deputy scheduler) for which there were five or more ads were identified and grouped together, as were related job titles (e.g., positions designated as district, field, or regional representative that had essentially similar job duties and expectations) for which there were five or more substantially similar ads, yielding a total of 763 ads. Ads for the 35 identified position titles were further categorized if there were five or more ads that specified the advertised position as “not

---

11 Frequently reposted ads include those that appeared in sequential editions of the House Employment Bulletin, and ads for the same position posted by identifiable offices more than once over a period of six months.
12 Other congressional settings for which ads were collected include committee, leadership, officer, official, shared Member and committee, party conferences and caucuses, and House congressional member organizations.
entry level” or other signifier of presumptive advanced status. The 763 ads were coded against a variety of variables within eight categories, including ad tracking information; ad details; position responsibilities and responsibility areas; expected job skills, qualifications, and credentials; application materials; and office type.\(^\text{13}\) The distribution of ads by job title and level is provided in Table 1.

Solicitations of applicants for congressional staff appear to originate in a highly decentralized manner. Means of identifying appropriate candidates might potentially include reassigning staff within offices, placing ads in services that make them available by subscription,\(^\text{14}\) word of mouth, and other nonpublic means of identifying potential applicants for congressional staff positions. Consequently, it cannot be determined whether the dataset of ads analyzed in this report is representative of all congressional employment solicitations. In addition, the process by which candidates for some Member office senior staff positions\(^\text{15}\) are identified may not be public-facing.

Based on information specified within the ads, most position titles were identified by one of the following five primary responsibility areas (some positions were identified by up to three responsibility areas):

- Legislative, Policy, and Oversight,
- Media, Messaging, and Speeches,
- Constituent Communications, Outreach, and Service,
- Office Administration and Support, and
- Staff Leadership.

For each position, at least one sample position description was created based on the coded data. Information includes the most frequently occurring of the following:

- primary responsibility areas;
- widely expected duties, typically up to six of the most frequently occurring duties specified in all ads for that position;
- other potential duties, typically up to six other duties mentioned in more than one ad;
- applicant information, including
  - characteristics,
  - skills, and
  - knowledge and prior experience; and
- other expectations.

\(^\text{13}\) A codebook and detailed explanation of the coding process are available to congressional offices upon request.

\(^\text{14}\) See, for example, Daybook, \(https://www.daybook.com/listings\), or Indeed.com, \(https://www.indeed.com/q-Congressional-Assistant-l-Washington,-DC-jobs.html\), among others.

\(^\text{15}\) For example, the ad sources used did not contain analyzable numbers of ads for Administrative Director or State Director positions in the Senate.
Concluding Observations

Categorizing congressional staff positions by position title relies on an assumption that similarly titled positions in House and Senate personal offices carry out the same tasks under essentially similar circumstances. The sample position descriptions provided in this report might provide some insight into Member expectations of staff in their personal offices. At the same time, some of the findings might suggest that tasks and duties are aggregated in diverse ways within some similarly titled positions. This may be due to operational differences among offices seeking staff, or differences in the expectations of an employee in that position. Some other titles suggest that congressional employing offices might assign a number of titles to substantially similar groups of position expectations, duties, knowledge and skills. Consequently, assumptions about job titles as a singular organizing concept might be questionable.

Some explanation for the differences within or similarities among job titles might be explained in part by the range of approaches individual Members of Congress pursue in carrying out their official duties. This can result in variable employment practices from office to office. Other insight might come from differences in the scale and extent of activities due to the resources made available to operate the personal offices of Members of the House and Senators. These and other explanations may limit the extent to which sample position expectations provided here match operational practices in all congressional offices.

---

16 A Senator may establish position titles in his or her office by written notification to the disbursing office of the Senate, 2 U.S.C. 4575(d)(1)(C)(2). No similar explicit authority for a Member of the House was identified.

17 For examples, see differences in expectations between some positions and identically titled positions designated as “Not Entry Level” or “Senior,” and House and Senate Legislative Directors, or similarities between Legislative Assistant and Military Legislative Assistant, or Legislative Aide, Legislative Assistant, and Legislative Correspondent.

18 See, e.g., Legislative Correspondent/Staff Assistant and Legislative Correspondent/Press Assistant, or Digital Director, Press Secretary, and Press Secretary/Digital Director, among others.

19 The smallest Senate personal office typically has twice the number of staff as the maximum staffing levels authorized for House Member offices, which is higher than the actual level of staffing in that chamber. For further discussion see CRS Report RL30064, Congressional Salaries and Allowances: In Brief, by Ida A. Brudnick; CRS Report R43946, Senate Staff Levels in Member, Committee, Leadership, and Other Offices, 1977-2020, by R. Eric Petersen; and CRS Report R43947, House of Representatives Staff Levels in Member, Committee, Leadership, and Other Offices, 1977-2016, by R. Eric Petersen and Amber Hope Wilhelm.
Table 1. Distribution of Job Advertisements Analyzed, by Category and Chamber

<table>
<thead>
<tr>
<th>Legislative, Policy, and Oversight</th>
<th>Media, Messaging, and Speeches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ads</td>
<td>H</td>
</tr>
<tr>
<td>Legislative Aide</td>
<td>12</td>
</tr>
<tr>
<td>Legislative Assistant (LA)</td>
<td>107</td>
</tr>
<tr>
<td>LA, “Not Entry Level”</td>
<td>26</td>
</tr>
<tr>
<td>Legislative Counsel</td>
<td>6</td>
</tr>
<tr>
<td>Legislative Director (LD), House</td>
<td>24</td>
</tr>
<tr>
<td>LD, “Senior Level,” “Not Entry Level”</td>
<td>6</td>
</tr>
<tr>
<td>LD, Senate</td>
<td>5</td>
</tr>
<tr>
<td>Military Legislative Assistant (MLA)</td>
<td>12</td>
</tr>
<tr>
<td>Senior Legislative Assistant (SLA)</td>
<td>13</td>
</tr>
<tr>
<td>Legislative Correspondent (LC)</td>
<td>54</td>
</tr>
<tr>
<td>LC/Press Assistant</td>
<td>7</td>
</tr>
<tr>
<td>LC/Staff Assistant</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Constituent Communications, Outreach, and Service</th>
<th>Office Administration and Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ads</td>
<td>H</td>
</tr>
<tr>
<td>Caseworker</td>
<td>12</td>
</tr>
<tr>
<td>Caseworker/Field Representative</td>
<td>8</td>
</tr>
<tr>
<td>Constituent Services Representative</td>
<td>6</td>
</tr>
<tr>
<td>Correspondence Manager</td>
<td>11</td>
</tr>
<tr>
<td>District Director</td>
<td>7</td>
</tr>
<tr>
<td>Field, District, or Regional Representative</td>
<td>14</td>
</tr>
<tr>
<td>Regional Director</td>
<td>5</td>
</tr>
<tr>
<td>LC</td>
<td>54</td>
</tr>
<tr>
<td>LC/Staff Assistant</td>
<td>15</td>
</tr>
<tr>
<td>Staff Assistant</td>
<td>84</td>
</tr>
<tr>
<td>Staff Assistant/Press Assistant</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Staff Assistant</td>
</tr>
<tr>
<td></td>
<td>Staff Assistant/Press Assistant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ads</td>
</tr>
<tr>
<td>Chief of Staff</td>
</tr>
</tbody>
</table>

Congressional Research Service
Source: CRS analysis of selected ads seeking congressional staff, various sources, December 2014-March 2021. Positions with more than one area of responsibility are shown in italics.

Table 2. Acronyms Used in This Report

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAO</td>
<td>Chief Administrative Officer of the House of Representatives</td>
</tr>
<tr>
<td>CMS</td>
<td>Correspondence Management System (e.g., ComputerWorks, Fireside21, Housecall, iConstituent, Leidos)</td>
</tr>
<tr>
<td>HTML</td>
<td>HyperText Markup Language</td>
</tr>
<tr>
<td>HVAPS</td>
<td>House Vacancy Announcement and Placement Service</td>
</tr>
<tr>
<td>IT</td>
<td>Information technology</td>
</tr>
<tr>
<td>LA</td>
<td>Legislative Assistant</td>
</tr>
<tr>
<td>LC</td>
<td>Legislative Correspondent</td>
</tr>
<tr>
<td>LD</td>
<td>Legislative Director</td>
</tr>
<tr>
<td>MLA</td>
<td>Military Legislative Assistant</td>
</tr>
<tr>
<td>MRA</td>
<td>Members’ Representational Allowance</td>
</tr>
<tr>
<td>MS</td>
<td>Microsoft, typically office productivity software and apps</td>
</tr>
<tr>
<td>SLA</td>
<td>Senior Legislative Assistant</td>
</tr>
</tbody>
</table>

Source: CRS.
Sample Position Expectations

Caseworker\(^{20}\)

**Constituent Communications, Outreach, and Service**

**Ads**

12 (10 House, 2 Senate)

**Widely Expected Duties**
- Assist constituents to resolve issues with public agencies
- Handle constituent casework involving 1-4 agencies
- Answer casework correspondence
- Communicate with constituents, government agencies
- Act as community representative for Member
- Assess casework, community activities for legislative action

**Other Potential Duties**
- Update Member and district director on local issues
- Learn federal agency casework procedures

**Applicant Characteristics**
- Patience
- Motivation
- Sense of humor

**Applicant Skills**
- Manage multiple tasks
- Interpersonal skills, friendly, personable, pleasant
- Work independently
- Think broadly about potential case resolutions

**Applicant Knowledge and Prior Experience**
- Casework
- Experience related to casework type (immigration, tax, financial sector, healthcare, military, veterans’ issues, etc.)
- Federal, state, or local government

**Other Expectations**
- Strong written and verbal communications skills
- Bilingual, typically Spanish
- Access to car, driving
- Ties to state or district
- Long hours, nights, weekends
- Work environment typically described as high pressure, team-based, collaborative

---

\(^{20}\) Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Caseworker/Field Representative

Constituent Communications, Outreach, and Service

Widely Expected Duties
- Assist constituents with problems, concerns
- Work with staff on casework and outreach efforts
- Represent Member at meetings, events, appearances
- Monitor activities, concerns, issues in district
- Drive, travel throughout district

Other Potential Duties
- Staff Member at events, appearances
- Provide administrative assistance
- Answer phones

Applicant Characteristics
- Energetic
- Outgoing
- Assertive
- Mature
- Motivated
- Sense of humor

Applicant Knowledge and Prior Experience
- State, local, and national government, agencies
- Event planning
- Social work

Applicant Skills
- Work well with others
- Thorough
- Organized
- Exercise discretion, tact
- Work independently
- Handle stress

Other Expectations
- Strong written and verbal communications skills
- Have car and driver’s license
- Bilingual
- Flexible hours including nights and weekends
- Ties to/broad knowledge of district
- Work environment typically described as high pressure, team-based, collaborative

Ads
8 (8 House, 0 Senate)

Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Chief of Staff

Staff Leadership

Widely Expected Duties
Serve as Member’s most senior aide or advisor
Advise Member on strategic priorities and policy decisions
Develop and implement all policy objectives, strategies, and operating plans for the office, in consultation with relevant legislative, communications, constituent service, support, and other staff
Manage Member’s offices and operations
Manage senior staff, monitor DC and state staff (Senate ads only)
Supervise up to 18 full-time staffers in DC and district offices (House ads only)
Oversee all personnel matters: staff reviews; salary decisions; and hiring (House ads only)
Manage the MRA and office budget (House ads only)

Applicant Characteristics
Strong political instincts
Hard worker
Energetic, enthusiastic
Creativity
Sense of humor

Applicant Knowledge and Prior Experience
Senior congressional staff role
Management experience
Hill or other political experience
Thorough knowledge of legislative process and chamber rules
Up to 5 years relevant experience

Other Potential Duties
Coordinate Member activities with congressional leadership and committee offices
Act as liaison between Member and constituents, the Administration, and external stakeholders
Mentor staff

Applicant Skills
Strategic thinking
Balance multiple tasks
Organized
Attention to detail, accuracy
Work well with others

Other Expectations
Strong, clear written and verbal communications skills
Work environment typically described as high pressure, team-based, collaborative
Work hours typically include long hours, weekends
State or district ties generally preferred but not required

---

22 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Communications Director\textsuperscript{23}

\textbf{Media, Mass Communications Messaging, and Speeches}

\textbf{Ads}

54 (50 House, 4 Senate)

\textbf{Widely Expected Duties}

Craft and implement overall communications strategy
Write in numerous formats including press releases, op-eds, talking points, newsletters, speeches, social media
Act as spokesperson, local and national media contact
Prepare/brief Member for interviews
Manage office website, social media, other digital content
Organize media events

\textbf{Other Potential Duties}

Outreach to media organizations, reporters
Pitch stories
Provide messaging guidance to staff
Monitor news of interest to the office
Handle portfolio of 1-4 issues

\textbf{Applicant Characteristics}

Strong political instincts
Creativity
Sense of humor
Energetic, enthusiastic
Hard worker

\textbf{Applicant Skills}

Organized
Strategic thinking
Balance multiple tasks
Attention to detail, accuracy
Work well with others
Digital media skills

\textbf{Applicant Knowledge and Prior Experience}

Communications, journalism, public relations

\textbf{Other Expectations}

Strong written and verbal communications skills
Knowledge of legislative process
Media contacts
Familiarity with computer software, e.g., MS applications, social media platforms
State or district ties
May supervise Press Secretary, Press Assistant
Submission of various writing samples
Work environment typically described as high pressure, team-based, collaborative

\textsuperscript{23} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Communications Director, “Senior Level” or “Not Entry Level”\(^24\)

**Media, Mass Communications, Messaging, and Speeches**

### Widely Expected Duties
- Craft and implement overall communications strategy
- Write in numerous formats including press releases, op-eds, talking points, newsletters, speeches, social media
- Act as spokesperson, local and national media contact
- Prepare/brief Member for interviews
- Manage office website, social media, other digital content
- Organize media events

### Other Potential Duties
- Pitch stories

### Applicant Characteristics
- Creativity
- Energetic, enthusiastic
- Strong political instincts
- Sense of humor

### Applicant Knowledge and Prior Experience
- On-the-record experience, 1-2 years
- Hill experience, 2-5 years

### Applicant Skills
- Attention to detail, accuracy
- Organized
- Balance multiple tasks

### Other Expectations
- Strong written and verbal communications skills
- Media contacts
- May supervise Communications Staff, Press Assistant, Press Secretary, Social Media Assistant
- Submission of various writing samples
- Work environment typically described as high pressure, team-based, collaborative

---

\(^24\) Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Constituent Services Representative

**Constituent Communications, Outreach, and Service**

**Ads**

6 (5 House, 1 Senate)

**Widely Expected Duties**
- Handle casework and related calls, correspondence
- Work with federal or state entities to resolve casework
- Provide office support, sort mail, order supplies

**Other Potential Duties**
- Plan and execute outreach events
- Represent Member
- Support Member events

**Applicant Characteristics**
- Good political instincts, judgement
- Energetic
- Self-starter
- Adaptable
- Hard worker
- Motivated
- Sense of humor

**Applicant Skills**
- Discretion
- Organized
- Work well with others
- Able to balance multiple tasks
- Attention to detail
- Reliability
- Work independently

**Applicant Knowledge and Prior Experience**
- Casework, public service, customer service, 0-5 years
- Bachelor’s degree

**Other Expectations**
- Strong written and verbal communications skills
- Work flexible schedule, long days, weekends
- Ties to state or district
- Work environment typically described as high pressure, team-based, collaborative

---

25 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Correspondence Manager

Constituent Communications, Outreach, and Service

Ads
11 (0 House, 11 Senate)

Widely Expected Duties
Coordinate with office leadership, LCs to produce, deliver substantive, timely written responses to constituent inquiries
Draft, edit outgoing correspondence
Oversee drafting and approval of condolence and congratulatory letters

Applicant Characteristics
Proactive, takes initiative

Applicant Knowledge and Prior Experience
Experience with constituent management software (CMS) systems, e.g., IQ, InterTrac, VOICE, etc.
Hill correspondence experience, up to 3 years
Computer skills

Other Potential Duties
Provide CMS reports, system maintenance
Train interns, LCs, and Staff Assistants in correspondence processes
Manage constituent contact lists
Maintain correspondence records

Applicant Skills
Time management skills
Highly organized
Ability to work independently
Handle multiple tasks, projects

Other Expectations
Strong written and verbal communications skills
Demonstrated ability to use technology to streamline administrative processes
Generally a position for experienced staff
“Self-described perfectionists are strongly encouraged to apply.”
Work environment typically described as high pressure, team-based, collaborative

---

26 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Deputy Press Secretary

Media, Mass Communications, Messaging, and Speeches

**Widely Expected Duties**
- Writing in numerous formats including press releases, op-eds, talking points, newsletters, speeches, social media
- Maintain social media content
- Schedule media interviews with Senator

**Other Potential Duties**
- Maintain office website
- Staff Senator at events
- Compile press clips and media mentions
- Compile, maintain media contact lists

**Applicant Characteristics**
- Motivated
- Ambitious
- Hard worker
- Willing to learn, add responsibilities

**Applicant Skills**
- Accuracy, attention to detail
- Manage multiple tasks
- Resourceful
- Operate quickly, efficiently

**Applicant Knowledge and Prior Experience**
- Work with office productivity software, social media platforms
- Communications, media, 2-5 years
- Campaign media experience

**Other Expectations**
- Strong written and verbal communications skills
- State or regional ties
- Work environment typically described as high pressure, team-based, collaborative

---

27 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Deputy Scheduler\textsuperscript{28}

Office Administration and Support

\textbf{Widely Expected Duties}
- Sort, track, and respond to Senator’s state invitations
- Assist other staff to execute Senator’s daily schedule
- Maintain Senator’s contact data
- Arrange, book travel for Senator

\textbf{Other Potential Duties}
- Greet Senator’s meeting attendees
- Maintain historical record of Senator’s schedule
- Schedule rooms, facilities
- Organize constituent events

\textbf{Applicant Characteristics}
- Energetic
- Motivated
- Adaptable
- Sound judgment

\textbf{Applicant Knowledge and Prior Experience}
- Hill experience preferred
- Knowledge of Senate operations, schedules

\textbf{Other Expectations}
- Strong written and verbal communications skills
- Flexible hours
- Work environment typically described as high pressure, team-based, collaborative

\textbf{Ads}
7 (0 House, 7 Senate)

\textsuperscript{28} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Deputy Scheduler/Assistant to Chief of Staff29

Office Administration and Support

**Widely Expected Duties**
- Provide administrative and staffing support to Scheduler
- Plan, maintain Chief of Staff's calendar
- Drive Senator on occasion
- Organize, vet, respond to invitations
- Facilitate projects of the Senator or office

**Other Potential Duties**
- Handle Chief of Staff correspondence
- Prepare correspondence for signature
- Provide executive secretarial support

**Applicant Characteristics**
- Adaptable
- Proactive
- Energetic
- Sound judgement, instincts

**Applicant Skills**
- Detail oriented, thorough
- Highly organized
- Strong sense of discretion
- Personable, pleasant, courteous
- Balance multiple tasks, projects

**Applicant Knowledge and Prior Experience**
- Scheduling, 1-2 years

**Other Expectations**
- Strong written and verbal communications skills
- Maintain confidentiality
- Ability to exercise discretion at all times
- Own an American-made car
- State ties
- Work environment typically described as high pressure, team-based, collaborative

---

29 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Digital Director/Press Assistant

Media, Mass Communications, Messaging, and Speeches

**Widely Expected Duties**
- Create audio, graphic, and video content
- Draft newsletters, social media, press releases, op-eds, talking points, speeches
- Manage social media strategy, office accounts, website

**Other Potential Duties**
- Compile daily news clips
- Monitor social media data, analytics

**Applicant Characteristics**
- Creative
- Poise
- Sound judgement

**Applicant Knowledge and Prior Experience**
- Experience with various social media platforms, HTML
- Knowledge of chamber operations, procedures
- Experience designing audio, graphic, video content

**Applicant Skills**
- Work well with others
- Attention to details
- Design skills
- Digital media skills
- Research skills

**Other Expectations**
- Strong written and verbal communications skills
- Communications background
- Experience with online organizing
- Work environment typically described as high pressure, team-based, collaborative

---

30 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Digital Director\textsuperscript{31}

**Media, Mass Communications, Messaging, and Speeches**

**Widely Expected Duties**
- Manage office social media accounts
- Create social media content, written, graphic, and video
- Maintain office websites

**Other Potential Duties**
- Plan and execute media events
- Track and analyze various media platform metrics
- Grow office social media audience

**Applicant Characteristics**
- Energetic, outgoing
- Sound judgement

**Applicant Knowledge and Prior Experience**
- Broadcast communications, journalism, public relations
- Knowledge of Senate rules, procedures
- Experience with photography; creating audio, graphic, and video content; and related software

**Applicant Skills**
- Digital media skills
- Well organized
- Quick thinking
- Resourceful
- Problem solving abilities

**Other Expectations**
- Strong written and verbal communications skills
- Position is generally not entry level, up to 3 years’ experience expected
- Work environment typically described as high pressure, team-based, collaborative

---

\textsuperscript{31} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
### District Director

**Media, Mass Communications, Messaging, and Speeches**

<table>
<thead>
<tr>
<th>Ads</th>
<th>7 (7 House, 0 Senate)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Widely Expected Duties</strong></td>
<td></td>
</tr>
<tr>
<td>Oversee district office operations</td>
<td></td>
</tr>
<tr>
<td>Develop outreach and constituent service strategies</td>
<td></td>
</tr>
<tr>
<td>Represent Member in meetings and events</td>
<td></td>
</tr>
<tr>
<td>Supervise district staff, plan and assign work</td>
<td></td>
</tr>
<tr>
<td><strong>Other Potential Duties</strong></td>
<td></td>
</tr>
<tr>
<td>Oversee district office budget</td>
<td></td>
</tr>
<tr>
<td>Manage Member schedule with district scheduler</td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Characteristics**

- Strong work ethic
- Political instincts
- Enthusiastic, outgoing

**Applicant Knowledge and Prior Experience**

- Management, supervisory experience
- Strategic planning

**Applicant Skills**

- Management, leadership skills
- Manage multiple tasks
- Attention to detail
- Interpersonal skills

**Other Expectations**

- Strong written and verbal communications skills
- May supervise district staff
- Connections to the district
- Work environment typically described as high pressure, team-based, collaborative

---

32 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
### Executive Assistant

#### Office Administration and Support

**Widely Expected Duties**
- Develop, manage Member’s schedule
- Track meeting and event invitations
- Oversee office budget with Chief of Staff
- Compose correspondence for Member

**Other Potential Duties**
- Staff or drive Member
- Assist Scheduler with meeting, event invitations
- Coordinate meetings travel, training, events

#### Applicant Characteristics
- Assertive
- Good work ethic
- Energetic, outgoing
- Adaptable
- Patience
- Poise

#### Applicant Knowledge and Prior Experience
- Scheduling
- Administrative, executive support

#### Applicant Skills
- Discretion
- Detail oriented
- Excellent organizational skills
- Personable, friendly, professional manner
- Flexibility
- Able to prioritize

#### Other Expectations
- Strong written and verbal communications skills
- Knowledge of MS software, CMS packages
- Knowledge of legislative process, calendar
- Work environment typically described as high pressure, team-based, collaborative

---

33 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Executive Assistant/Scheduler[^34]

Office Administration and Support

**Widely Expected Duties**
- Coordinate and maintain Member’s daily schedule
- Greet constituents and other visitors
- Maintain Member’s calendar
- Monitor daily and longer-term office schedules
- Perform office management duties
- Recommend invitations to accept or decline

**Other Potential Duties**
- Assist in managing office budget
- Compile briefing materials
- Drive the Member—have access to a car
- Make travel arrangements for Member, other staff
- Staff the Member during the work day
- Write recommendations and other correspondence

**Applicant Characteristics**
- Energetic, enthusiastic
- Poise
- Sound political instincts, judgement
- Patience
- Assertive
- Self-starter, proactive, take initiative
- Adaptable, flexible
- Hard Worker

**Applicant Skills**
- Interpersonal skills, friendly, personable, pleasant
- Professional manner
- Work independently
- Work well with others, collaboratively, cooperatively
- Time management skills
- Attention to detail

**Applicant Knowledge and Prior Experience**
- None stated

**Other Expectations**
- Strong written and verbal communications skills
- Work environment typically described as high pressure, team-based, collaborative

[^34]: Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Executive Assistant/Scheduler, “Not Entry Level”[^35]

<table>
<thead>
<tr>
<th><strong>Office Administration and Support</strong></th>
<th><strong>Widely Expected Duties</strong></th>
<th><strong>Other Potential Duties</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate and maintain Member’s daily schedule</td>
<td>Evaluate invitations to accept or decline</td>
<td></td>
</tr>
<tr>
<td>Make travel arrangements for Member</td>
<td>Maintain office records</td>
<td></td>
</tr>
<tr>
<td>Maintain Member’s calendar</td>
<td>Manage Member’s correspondence</td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Characteristics**
- Professional manner
- Interpersonal Skills, friendly, personable, pleasant
- Sound political instincts, judgement
- Sense of humor

**Applicant Knowledge and Prior Experience**
- Hill experience
- At least 1 year of scheduling experience
- Full-time executive assistant experience

**Applicant Skills**
- Organized
- Discretion
- Detail oriented
- Manage multiple tasks

**Other Expectations**
- Strong written and verbal communications skills
- State or district ties
- Work environment typically described as high pressure, team-based, collaborative

[^35]: Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Field, District, or Regional Representative

**Constituent Communications, Outreach, and Service**

**Widely Expected Duties**
- Represent Member before constituents, local groups, businesses, civic organizations, and agencies
- Attend meetings and events throughout assigned areas
- Act as liaison to local and state government
- Monitor issues, opinions, and concerns in assigned areas
- Brief Member about events and issues

**Other Potential Duties**
- Draft casework, other correspondence
- Plan and execute community outreach projects, events
- Provide logistical support for district events, meetings
- Staff Member for events, appearances in assigned area
- Provide casework intake, support, resolution

**Applicant Characteristics**
- Flexibility
- Motivation
- Strong work ethic
- Friendly, outgoing
- Patience
- Sense of humor

**Applicant Knowledge and Prior Experience**
- Knowledge of jurisdiction (state, region, district)
- Knowledge of congressional practices, operations
- Advocacy, community development, nonprofit, or government work

**Applicant Skills**
- Manage multiple tasks, projects
- Good organizational skills
- Work independently
- Problem-solving abilities
- Discreet, tactful
- Learn quickly

**Other Expectations**
- Strong written and verbal communications skills
- Long, irregular hours, nights, weekends, holidays
- May supervise interns
- Awareness of issues of interest to the Member
- Ties to the state or district
- Driving the Member
- Work environment typically described as high pressure, team-based, collaborative

---

Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
## Legislative Aide

### Legislative, Policy, and Oversight

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft constituent correspondence legislation, memos</td>
<td>Oversee office mail program</td>
</tr>
<tr>
<td>Meet with constituents, agency staff, other stakeholders</td>
<td>Maintain policy portfolio of 1-3 issues</td>
</tr>
<tr>
<td>Assist with preparations for hearings and meetings</td>
<td>Conduct research and analysis</td>
</tr>
</tbody>
</table>

### Applicant Characteristics

- Energetic
- Enthusiastic

### Applicant Knowledge and Prior Experience

- Hill experience, up to 3 years
- Issue area-specific experience as noted

### Ads

12 (6 House, 6 Senate)

37 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Legislative Assistant

Legislative, Policy, and Oversight

**Widely Expected Duties**
- Handle portfolio of 1-9 issues
- Draft bills and amendments
- Write memos, floor statements, talking points
- Write constituent mail
- Meet with constituency and advocacy groups
- Represent Member in congressional and public settings

**Other Potential Duties**
- Monitor legislation in issue area(s)

**Ads**
107 (77 House, 30 Senate)

**Applicant Characteristics**
- Proactive, takes initiative
- Sense of humor
- Enthusiastic
- Motivated
- Sound judgement
- Strong work ethic
- Creative
- Appropriate attitude
- Adaptable

**Applicant Skills**
- Work well with others
- Fast, strategic thinking
- Organized
- Balance multiple tasks
- Attention to detail
- Operate quickly, efficiently
- Interpersonal skills
- Research skills
- Problem-solving abilities

**Applicant Knowledge and Prior Experience**
- Knowledge or experience with legislative process
- Relevant Hill experience, 0-2 years
- Knowledge of assigned issue area(s)
- Experience as an LA or LC

**Other Expectations**
- Strong written and verbal communications skills
- Bachelor’s, graduate, or law degree may be required
- Familiarity with computer software, e.g., MS applications, CMS
- Translate policy into accessible terms
- Work environment typically described as high pressure, team-based, collaborative

---

38 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Legislative Assistant, "Not Entry Level"^39

**Legislative, Policy, and Oversight**

**Widely Expected Duties**
- Draft bills and amendments
- Write memos, floor statements, talking points, speeches
- Handle portfolio of 1-7 issues
- Meet with constituency and advocacy groups
- Identify and advance policy proposals
- Represent Member in congressional and public settings
- Monitor legislation in issue area(s)

**Other Potential Duties**
- Draft constituent correspondence, hearing questions
- Advocate for legislation, policy priorities of Member
- Legislative research

**Ads**
- 26 (20 House, 6 Senate)

**Applicant Characteristics**
- Self-starter, proactive
- Sense of humor
- Motivated
- Energetic
- Political instincts
- Hard worker
- Strong ideas
- Appropriate attitude
- Flexible, nimble

**Applicant Skills**
- Work well with others
- Analytic thinking
- Organizational skills
- Interpersonal skills
- Research skills
- Problem-solving abilities
- Time management

**Applicant Knowledge and Prior Experience**
- Prior experience in a congressional office
- Detailed knowledge of assigned issue area(s)
- 1-2 years of congressional staff work in legislative areas
- Prior work as an LA or LC

**Other Expectations**
- Strong written and verbal communications skills
- Demonstrate substantial legislative experience
- Work environment typically described as high pressure, team-based, collaborative

---

^39 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Congressional Staff: Duties, Qualifications, and Skills

Legislative Correspondent

Constituent Communications, Outreach, and Service
Legislative, Policy, and Oversight

Ads
54 (34 House, 20 Senate)

Widely Expected Duties
Draft constituent correspondence
Manage Member’s constituent mail program
Support legislative and front-office activities
Research to formulate written replies
Meet with constituents and interest groups
Track legislation

Other Potential Duties
CMS management, coding, analysis
Oversee a portfolio of 1-8 policy issues (Senate only)

Applicant Characteristics
Self-starter
Motivated
Strong work ethic
 Desire to grow in position
Adaptability

Applicant Skills
Research
Attention to detail, accuracy
Organized
Operate quickly
Balance multiple tasks, assignments
Work well with others
Interpersonal skills
Fast thinking

Applicant Knowledge and Prior Experience
Knowledge of House, Senate operations
Knowledge of CMS
Hill or other experience, up to 1 year

Other Expectations
Strong written and verbal communications skills
Generally an entry-level position
State or district ties
Work environment typically described as high pressure, team-based, collaborative

---

40 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Legislative Correspondent/Press Assistant

Legislative, Policy, and Oversight
Media, Mass Communications, Messaging, and Speeches

Widely Expected Duties
Assist with crafting of constituent correspondence
Draft op-eds, press releases, talking points, mass mail
Sort and prioritize incoming correspondence
Assist Communications Director with social media, graphic design, video production
Compile daily news clips, track media

Other Potential Duties
None stated

Applicant Characteristics
Creative
Motivated
Interested in added responsibilities, skill development
Sense of humor
Proactive, takes initiative

Applicant Skills
Accuracy
Attention to detail
Organization skills
Research skills

Applicant Knowledge and Prior Experience
Knowledge of House rules, processes
Experience with social media platforms, CMS packages
Hill experience
Design of audio, graphic, video content

Other Expectations
Strong written and verbal communications skills
Ties to state or district
Work environment typically described as high pressure, team-based, collaborative

---

41 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Legislative Correspondent/Staff Assistant

Legislative, Policy, and Oversight
Constituent Communications, Outreach, and Service
Office Administration and Support

15 (14 House, 1 Senate)

Widely Expected Duties
Provide office support; greet visitors; answer phones; process flag, tour requests
Coordinate and conduct Capitol tours
Support Member and Chief of Staff
Manage constituent correspondence program
Monitor, track mail, respond in a timely manner

Other Potential Duties
Train and supervise interns

Applicant Characteristics
Energetic, enthusiastic
Proactive, self-starter
Sense of humor
Patience

Applicant Skills
Accuracy, attention to detail
Organizational skills
Work well with others
Balance multiple tasks, competing priorities
Research
Time management

Applicant Knowledge and Prior Experience
Computer software, MS, CMS
Congressional operations, legislative process

Other Expectations
Strong written and verbal communications skills
Submission of writing samples, references
State or district ties
Work environment typically described as high pressure, team-based, collaborative

---

42 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
### Legislative Counsel

**Legislative, Policy, and Oversight**

#### Widely Expected Duties
- Handle policy portfolio of 2-11 issues
- Plan, execute legislative strategy
- Support, staff Member’s committee activities, preparation

#### Applicant Characteristics
- None stated

#### Applicant Knowledge and Prior Experience
- House, Senate operations, committee functions
- Law, legal research
- Congressional investigations

#### Other Potential Duties
- Write memos, speeches, and talking points
- Monitor legislative activity
- Support communications team, district office

#### Applicant Skills
- Conceptual, analytic thinking
- Balance multiple tasks, projects
- Strong interpersonal skills

#### Other Expectations
- Strong written and verbal communications skills
- Law degree generally required
- Work well under pressure
- Work environment typically described as high pressure, team-based, collaborative

---

> 43 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Legislative Director, House

Legislative, Policy, & Oversight

**Widely Expected Duties**
Lead legislative team in support of Member legislative goals
Supervise and mentor legislative staff
Advance Member policy proposals in committees, on floor

**Other Potential Duties**
Brief Member on all policy matters
Meet interest groups, constituents
Handle policy portfolio of 1-7 issues

**Applicant Characteristics**
Sound political judgement
Takes initiative

**Applicant Skills**
Strong organizational skills
Detail oriented
Work cooperatively and collaboratively with others
Leadership skills

**Applicant Knowledge and Prior Experience**
Work as LD or LA
Management or supervisor experiences
Work in public policy, various fields, issues

**Other Expectations**
Strong written and verbal communications skills
Thorough knowledge of House legislative procedure
Knowledge of committee activities, processes
Demonstrated success at advancing policy initiatives
State or district ties, connection
Work environment typically described as high pressure, team-based, collaborative

---

44 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Legislative Director “Senior Level,” or “Not Entry Level”\(^4^5\)

### Legislative, Policy, and Oversight

#### Widely Expected Duties
- Manage legislative team activity
- Supervise legislative staff
- Work with Member, Chief of Staff to develop legislative program
- Support Member’s committee activities

#### Other Potential Duties
- Legislative portfolio of 1-5 issues

### Ads
- 6 (6 House, 0 Senate)

### Widely Expected Duties
- Manage legislative team activity
- Supervise legislative staff
- Work with Member, Chief of Staff to develop legislative program
- Support Member’s committee activities

### Applicant Characteristics
- Proactive
- Good judgement

### Applicant Skills
- Attention to detail
- Leadership
- Ability to delegate
- Creativity

### Applicant Knowledge and Prior Experience
- Hill or legislative experience, “strong,” “substantial” “at least 5 years”
- [policy area designated in ad] experience

### Other Expectations
- Strong written and verbal communications skills
- Thorough knowledge of House legislative procedure
- Demonstrated success at advancing policy initiatives
- Advanced degree
- State or district ties, connection
- Work environment typically described as high pressure, team-based, collaborative

---

\(^4^5\) Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
### Legislative Director, Senate

#### Legislative, Policy, and Oversight Staff Leadership

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and implement Senator’s legislative program</td>
<td>5 (0 House, 5 Senate)</td>
</tr>
<tr>
<td>Manage legislative staff of 12-18</td>
<td></td>
</tr>
<tr>
<td>Monitor floor activity</td>
<td></td>
</tr>
<tr>
<td>Oversee development of vote recommendations</td>
<td></td>
</tr>
<tr>
<td>Support office outreach activities to various constituencies</td>
<td></td>
</tr>
</tbody>
</table>

| Other Potential Duties                                                                  |                            |
| Mentor staff                                                                           |                            |

**Applicant Characteristics**

- Sound political judgement

**Applicant Skills**

- Ability to delegate
- Strong interpersonal skills
- Highly organized
- Work well with others
- Attention to detail
- Analytic skills
- Management skills

**Applicant Knowledge and Prior Experience**

- 3-8 years of Hill experience (Senate preferred)
- Senate LD, Senior LA, Senior Policy Advisor, or Counsel

**Other Expectations**

- Strong written and verbal communications skills
- Work environment typically described as high pressure, team-based, collaborative

---

46 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Military Legislative Assistant\textsuperscript{47}

\textbf{Legislative, Policy, and Oversight}

\textbf{Widely Expected Duties}

Handle Member’s work on Armed Services, Veterans’, Homeland Security, Foreign Affairs, or Intelligence Committees, or Defense Appropriations Subcommittees

Handle a portfolio of 1-6 related issues

Advise member on related bills, hearings, and issues

Meet, interact with relevant agency staff

\textbf{Other Potential Duties}

Represent Member in committee and agency settings

Track military acquisition programs

\textbf{Applicant Characteristics}

Self-directed

Strong ideas

Appropriate attitude

\textbf{Applicant Skills}

Work independently

Operate quickly, efficiently

Work well with others

Problem-solving abilities

\textbf{Applicant Knowledge and Prior Experience}

Legislative procedures and committee processes

Military service

Relevant committee work

Military legislative assistant, professional staff member

0-5 years related experience

\textbf{Other Expectations}

Strong written and verbal communications skills

Active TOP SECRET clearance

Knowledge of defense authorizations, appropriations

Coalition building

Military reserve service

Work environment typically described as high pressure, team-based, collaborative

\textsuperscript{47} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Press Assistant

**Media, Mass Communications, Messaging, and Speeches**

**Widely Expected Duties**
- Write social media, website content, emails, newsletters
- Assist with media inquiries, press releases, interviews
- Manage social media accounts
- Compile daily clips and media mentions

**Other Potential Duties**
- Maintain media lists
- Organize or support media events

**Applicant Characteristics**
- Motivated
- Creative
- Takes initiative

**Applicant Skills**
- Attention to detail
- Balance multiple tasks
- Cooperative, collaborative
- Operate quickly

**Applicant Knowledge and Prior Experience**
- Content design, audio, graphic, video
- Public relations, journalism
- Knowledge of chamber procedures, activities
- Software, MS, graphic, and video production

**Other Expectations**
- Strong written and verbal communications skills
- Generally an entry-level position
- Work environment typically described as high pressure, team-based, collaborative

---

48 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Press Secretary\textsuperscript{49}

\textbf{Media, Mass Communications, Messaging, and Speeches}

\textbf{Widely Expected Duties}
- Write and edit press releases, op-eds, talking points, newsletters, and franked communications
- Develop and maintain effective relationships with district, state, and national media
- Work with office staff to identify news hooks and story pitches
- Book, coordinate interviews with reporters
- Plan, organize, and staff media events

\textbf{Other Potential Duties}
- Oversee day-to-day press operations in DC, state, or district
- Manage office website, social media
- Prepare Member for media interactions
- Write speeches

\textbf{Applicant Characteristics}
- Sound political instincts
- Takes initiative
- Hard worker
- Sense of humor
- Motivated

\textbf{Applicant Knowledge and Prior Experience}
- Media, journalism, public relations roles, experience
- Hill experience
- Content design, audio, graphics, video

\textbf{Applicant Skills}
- Balance multiple assignments, tasks
- Attention to detail, accuracy
- Handle stress
- Work well with others
- Efficient

\textbf{Other Expectations}
- Strong writing and speaking skills
- Submission of writing samples, including press releases, talking points, tweets
- On and off the record briefing experience
- Media contacts
- Work environment typically described as high pressure, team-based, collaborative

\textsuperscript{49} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Press Secretary/Digital Director

**Media, Mass Communications, Messaging, and Speeches**

**Widely Expected Duties**
- Draft statements, releases, and other materials
- Create social media content, written, graphic, and video
- Manage office social media accounts and websites

**Other Potential Duties**
- Plan and execute press conferences, media events
- Manage media contact lists

**Applicant Characteristics**
- Takes initiative, motivated
- Hard worker
- Self-starter
- Sense of humor

**Applicant Skills**
- Digital media skills
- Balance multiple assignments, tasks
- Attention to detail, accuracy
- Well organized
- Work well with others

**Applicant Knowledge and Prior Experience**
- Communications
- Media coordination
- Experience with photography; creating audio, graphic, and video content

**Other Expectations**
- Strong written and verbal communications skills
- Position is generally not entry level, up to 2 years’ experience expected
- May work closely with Communications Director or Deputy Chief of Staff
- On the record briefing experience
- Work environment typically described as high pressure, team-based, collaborative

---

50 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
**Regional Director**

<table>
<thead>
<tr>
<th>Constituent Communications, Outreach, and Service</th>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Widely Expected Duties</td>
<td>5 (0 House, 5 Senate)</td>
</tr>
<tr>
<td>Monitor, update office on regional and local issues</td>
<td>Other Potential Duties</td>
</tr>
<tr>
<td>Represent Senator at events, civic, community meetings</td>
<td>Process constituent casework requests</td>
</tr>
<tr>
<td>Act as liaison with federal, state, and local officials, agencies, community organizations</td>
<td>Travel throughout region, state</td>
</tr>
<tr>
<td><strong>Applicant Characteristics</strong></td>
<td>Oversee work of junior regional staff</td>
</tr>
<tr>
<td>Enthusiastic</td>
<td>Applicant Skills</td>
</tr>
<tr>
<td>Outgoing</td>
<td>Able to balance multiple tasks and projects</td>
</tr>
<tr>
<td>Motivated</td>
<td>Attention to detail</td>
</tr>
<tr>
<td>Adaptable</td>
<td>Highly organized</td>
</tr>
<tr>
<td>Creative ideas</td>
<td>Work well with others</td>
</tr>
<tr>
<td>Self-starter</td>
<td>Reliable</td>
</tr>
<tr>
<td><strong>Applicant Knowledge and Prior Experience</strong></td>
<td>Able to work independently</td>
</tr>
<tr>
<td>State and local government</td>
<td>Other Expectations</td>
</tr>
<tr>
<td>Public policy issues</td>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td>Outreach</td>
<td>State or community ties</td>
</tr>
<tr>
<td>MS applications, CMS</td>
<td>Team player</td>
</tr>
</tbody>
</table>

Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Scheduler

Office Administration and Support

Widely Expected Duties
- Oversee Member’s schedule in DC and state/district
- Schedule, coordinate Member and staff travel, lodging
- Organize and track invitations
- Drive Member to and from events
- Provide administrative support to Member

Other Potential Duties
- Hire and manage interns
- Provide administrative support to Chief of Staff

Ads
- 48 (42 House, 6 Senate)

Applicant Characteristics
- Energetic
- Sound political judgement
- Appropriate attitude
- Takes initiative
- Adaptability

Applicant Skills
- Accuracy, attention to details
- Highly organized
- Able to balance multiple tasks
- Friendly, outgoing
- Problem-solving abilities
- Work well with others

Applicant Knowledge and Prior Experience
- Work as Scheduler or Executive Assistant
- House or Senate operations, procedures

Other Expectations
- Strong written and verbal communications skills
- On-call availability after working hours
- May supervise junior operations staff (Senate)
- Travel between Washington, DC, and state or district
- Work environment typically described as high pressure, team-based, collaborative

---

52 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Scheduler, “Not Entry Level”53

<table>
<thead>
<tr>
<th>Office Administration and Support</th>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Widely Expected Duties</strong></td>
<td><strong>8 (7 House, 1 Senate)</strong></td>
</tr>
<tr>
<td>Collaboratively develop Member’s schedule</td>
<td></td>
</tr>
<tr>
<td>Make Member travel arrangements</td>
<td></td>
</tr>
<tr>
<td>Handle Member’s correspondence</td>
<td></td>
</tr>
<tr>
<td>Provide Member administrative support</td>
<td></td>
</tr>
<tr>
<td><strong>Other Potential Duties</strong></td>
<td></td>
</tr>
<tr>
<td>Coordinate DC schedule with district</td>
<td></td>
</tr>
<tr>
<td>Ensure Member has briefing materials</td>
<td></td>
</tr>
<tr>
<td>Maintain contacts database</td>
<td></td>
</tr>
<tr>
<td>Maintain office records</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Applicant Characteristics</strong></th>
<th><strong>Applicant Skills</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent political instincts</td>
<td>Discretion, maintain confidentiality</td>
</tr>
<tr>
<td>Proactive</td>
<td>Close attention to detail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Applicant Knowledge and Prior Experience</strong></th>
<th><strong>Other Expectations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work as congressional scheduler, 1-2 years</td>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td></td>
<td>Flexible schedule</td>
</tr>
<tr>
<td></td>
<td>Work environment typically described as high pressure, team-based, collaborative</td>
</tr>
</tbody>
</table>

53 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Scheduler/Office Manager\(^54\)

**Office Administration and Support**

**Widely Expected Duties**
- Manage Member’s district and DC schedule
- Facilitate Member’s personal correspondence
- Oversee front-office management
- Collaborate with the Chief of Staff to manage the MRA and payroll
- Administer office finances, benefits, and procurement
- Work closely with the Chief of Staff and District Director to ensure effective office operations

**Other Potential Duties**
- Keep Member on schedule during the day
- Supervise staff assistants, interns
- Drive the Member to events
- Arrange travel and meetings

**Applicant Characteristics**
- Appropriate attitude
- Flexibility
- Sound political instincts

**Applicant Skills**
- Balance competing demands
- Strong organizational skills
- Attention to detail
- Problem-solving abilities

** Applicant Knowledge and Prior Experience**
- Hill experience
- Executive assistant
- Congressional scheduling
- Knowledge of House schedules, activities

**Other Expectations**
- Strong written and verbal communications skills
- Assist the Member after regular business hours
- Typically not an entry-level position
- Work environment typically described as high pressure, team-based, collaborative

\(^54\) Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Senior Legislative Assistant\textsuperscript{55}

**Legislative, Policy, and Oversight**

**Widely Expected Duties**
- Support Member in committee activities
- Manage Member work in assigned issue area(s)
- Research bills and other issues
- Advise Member

**Other Potential Duties**
- Build or expand Member policy priorities
- Represent Member in congressional and public settings

**Applicant Characteristics**
- Self-starter, self-directed
- Good political judgement, instincts
- Sense of humor

**Applicant Skills**
- Work well with others
- Work independently
- Able to balance multiple tasks, assignments
- Organized
- Attention to detail/thorough

**Applicant Knowledge and Prior Experience**
- Substantial congressional experience
- Substantial issue(s) experience
- 2-5 years of relevant experience

**Other Expectations**
- Strong written and verbal communications skills
- Extensive knowledge of legislative, committee process
- Work environment typically described as high pressure, team-based, collaborative

\textsuperscript{55} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Speechwriter

Media, Mass Communications, Messaging, and Speeches

**Widely Expected Duties**
- Draft and revise speeches, floor and committee statements, talking points, and scripts
- Conduct supporting historical and policy research
- Assist in drafting op-eds, press statements, web content

**Other Potential Duties**
- Manage social media accounts

**Applicant Characteristics**
- Creative
- Hard worker

**Applicant Knowledge and Prior Experience**
- Hill or campaign experience
- Speechwriting

**Applicant Skills**
- Strong writing and editing skills
- Ability to explain complex policy issues in an accessible, relatable manner
- Attention to detail, accuracy
- Balance multiple tasks and projects

**Other Expectations**
- Strong written and verbal communications skills
- Work environment typically described as high pressure, team-based, collaborative

---

56 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Staff Assistant\(^{57}\)

**Constituent Communications, Outreach, and Service**

**Office Administration and Support**

**Widely Expected Duties**
- Assist with office management duties; sort mail, greet constituents, answer phones, monitor supplies
- Coordinate office internship program, supervise interns
- Handle flag, tour, and recognition requests
- Provide tours

**Other Potential Duties**
- Drive Member to events, activities
- Draft grant or commemorative letters

**Applicant Characteristics**
- Motivated
- Outgoing, enthusiastic
- Appropriate attitude
- Hard worker
- Sense of humor
- Self-starter
- Flexibility

**Applicant Skills**
- High degree of organization
- Attention to detail
- Balance multiple tasks
- Interpersonal skills
- Professional manner
- Reliable, trustworthy

**Applicant Knowledge and Prior Experience**
- Knowledge of congressional schedules, operations
- Computer skills, experiences
- Hill internship

**Other Expectations**
- Strong written and verbal communications skills
- Typically an entry-level position
- Some college or a bachelor’s degree
- May supervise interns
- District or state ties
- Work environment typically described as high pressure, team-based, collaborative

---

\(^{57}\) Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Staff Assistant/Driver

Office Administration and Support

**Wideley Expected Duties**
- Drive Member to and from meetings and events
- Provide office support, answer phones, give tours, greet visitors, process flag requests

**Other Potential Duties**
- Assist with press operation
- Compile press clippings
- Draft correspondence

**Applicant Characteristics**
- Motivated
- Sense of humor
- Energetic
- Adaptable

**Applicant Knowledge and Prior Experience**
- None stated

**Applicant Skills**
- Attention to detail
- Balance multiple tasks, activities
- Dependable
- Good organizational skills

**Other Expectations**
- Strong written and verbal communications skills
- May be based in Washington, DC, state, or district
- “A spotless driving record”
- Long, irregular, unscheduled hours
- Appears to be an entry-level position
- Work environment typically described as high pressure, team-based, collaborative

---

58 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Staff Assistant/Press Assistant\textsuperscript{59}

\textbf{Media, Mass Communications, Messaging, and Speeches}

\textbf{Constituent Communications, Outreach, and Service}

\textbf{Office Administration and Support}

\textbf{Widely Expected Duties}

Manage office website, social media posting
Support office: greet guests, answer phones, handle mail, conduct tours, process flag requests

\textbf{Other Potential Duties}

Compile press clips
Assist Communications Director with press releases, inquiries

\textbf{Applicant Characteristics}

Enthusiastic
Motivated
Sense of humor
Take initiative
Willing to learn, add responsibilities

\textbf{Applicant Skills}

Balance multiple assignments
Detail oriented
Digital media
Handle stress

\textbf{Widely Expected Duties}

Audio, graphic, or video experience
MS applications, social media platform use
Communications, public relations, experience, education

\textbf{Other Expectations}

Strong written and verbal communications skills
Work environment typically described as high pressure, team-based, collaborative

\textsuperscript{59} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
## Systems Administrator\textsuperscript{60}

**Office Administration and Support**

### Widely Expected Duties
- Update, maintain DC and state office computer systems
- Ensure network and email availability
- Recommend purchases of IT hardware, software
- Install service packs, virus definition updates
- Develop, maintain information management system
- Provide user training and support

### Other Potential Duties
- Update office IT policies and procedures

### Applicant Characteristics
- Motivated
- Takes initiative
- Patience

### Applicant Knowledge and Prior Experience
- Work with office productivity software, CMS
- Understanding of Senate IT assets, processes, policies
- Systems administrator, 0-5 years

### Applicant Skills
- Highly organized
- Good interpersonal skills
- Attention to detail
- Able to balance multiple tasks, projects
- Analytic thinking

### Other Expectations
- Strong written and verbal communications skills
- Work environment typically described as high pressure, team-based, collaborative

---

\textsuperscript{60} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Author Information

R. Eric Petersen
Specialist in American National Government

Acknowledgments

Casey Burgat, formerly a Research Assistant, assisted in the development of variable categorization and provided extensive coding support.

Disclaimer

This document was prepared by the Congressional Research Service (CRS). CRS serves as nonpartisan shared staff to congressional committees and Members of Congress. It operates solely at the behest of and under the direction of Congress. Information in a CRS Report should not be relied upon for purposes other than public understanding of information that has been provided by CRS to Members of Congress in connection with CRS’s institutional role. CRS Reports, as a work of the United States Government, are not subject to copyright protection in the United States. Any CRS Report may be reproduced and distributed in its entirety without permission from CRS. However, as a CRS Report may include copyrighted images or material from a third party, you may need to obtain the permission of the copyright holder if you wish to copy or otherwise use copyrighted material.