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

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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 39 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 September 2019 seeking staff in their offices for 33 position titles:

- Caseworker
- Communications Director
- Constituent Services Representative
- Correspondence Manager
- Deputy Press Secretary
- Deputy Scheduler
- Deputy Scheduler/Assistant to Chief of Staff
- Digital Director/Press Assistant
- Digital Media Director
- District Director
- District, Field, or Regional Representative
- Executive Assistant
- Executive Assistant/Scheduler
- Field Representative/Caseworker
- Legislative Aide
- Legislative Assistant
- Legislative Correspondent
- Legislative Correspondent/Press Assistant
- Legislative Counsel
- Legislative Director
- Military Legislative Assistant
- Press Assistant
- Press Secretary
- Regional Coordinator
- 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.
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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, 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 expectations.

For 33 commonly used congressional staff position titles, this report describes the most frequently listed job duties, applicant skills, characteristics, prior experiences, and other expectations found in a sample of job advertisements placed by Members of Congress between approximately December 2014 and September 2019 seeking staff in their offices. Table 1 lists the position titles and the frequency with which advertisements for them appeared in the sample.

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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 September 2019.
- 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 July 2019.
- 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 and June 2017. Other ads were collected from the period between approximately December 2014 and January 2017 from the House GOP Job Bank web page 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 part of his tenure as House Minority Whip. Data were collected from ads posted between approximately January 2016 and December 2017.

Categorizing and Coding Job Advertisements

More than 1,800 ads were collected from all sources. 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 880 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 704 ads. Ads for the 33 identified position titles were further categorized if there were five or more ads that specified the advertised position as “not entry level” or other signifier of presumptive advanced status. The 704 ads were

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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, and caucus.
13 An exception is Legislative Director in the Senate, for which four ads were identified, and which was included due to significant differences in position expectations from the descriptions developed for Legislative Director in the House and Legislative Director, “Senior Level” or “Not Entry Level.”
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.\footnote{A codebook and detailed explanation of the coding process are available to congressional offices upon request.} 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,\footnote{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.} 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\footnote{For example, the ad sources used did not contain analyzable numbers of ads for Chief of Staff in either chamber, or Administrative Director or State Director positions in the Senate.} are identified may not be public-facing.

Based on information specified within the ads, most position titles were identified by one of the
following four 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, and
- Office Administration and Support.

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.

Concluding Observations

Categorizing congressional staff positions by position title\footnote{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.} relies on an assumption that similarly
titled positions in House and Senate personal offices carry out the same tasks under essentially
similar circumstances. While 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 within offices of each chamber.

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 provided here match operational practices in all congressional offices.
### Table 1. Distribution of Job Advertisements Analyzed, by Category and Chamber

<table>
<thead>
<tr>
<th>Legislative, Policy, and Oversight</th>
<th>Ads</th>
<th>H</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Aide</td>
<td>9</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Legislative Assistant (LA)</td>
<td>107</td>
<td>77</td>
<td>30</td>
</tr>
<tr>
<td>LA, “Not Entry Level”</td>
<td>26</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>Legislative Counsel</td>
<td>5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Legislative Director (LD), House</td>
<td>24</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>LD, Senate</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>LD, “Senior Level,” “Not Entry Level”</td>
<td>6</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Military Legislative Assistant (MLA)</td>
<td>10</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Senior Legislative Assistant (SLA)</td>
<td>11</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Legislative Correspondent (LC)</td>
<td>54</td>
<td>34</td>
<td>20</td>
</tr>
<tr>
<td>LC/Press Assistant</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>LC/Staff Assistant</td>
<td>15</td>
<td>14</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Constituent Communications, Outreach, and Service</th>
<th>Ads</th>
<th>H</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caseworker</td>
<td>11</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Constituent Services Representative</td>
<td>7</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Correspondence Manager</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>District Director</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Field, District, or Regional Representative</td>
<td>13</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Field Representative/Caseworker</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Regional Coordinator</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>LC</td>
<td>54</td>
<td>34</td>
<td>20</td>
</tr>
<tr>
<td>LC/Staff Assistant</td>
<td>15</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>Staff Assistant</td>
<td>77</td>
<td>62</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Media, Mass Communications, Messaging, and Speeches</th>
<th>Ads</th>
<th>H</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Director “Senior Level,” “Not Entry Level”</td>
<td>54</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>Deputy Press Secretary</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Digital Director/Press Assistant</td>
<td>5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Digital Media Director</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Press Assistant</td>
<td>16</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Press Secretary</td>
<td>39</td>
<td>33</td>
<td>6</td>
</tr>
<tr>
<td>Speechwriter</td>
<td>17</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>LC/Press Assistant</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Staff Assistant/Press Assistant</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Administration and Support</th>
<th>Ads</th>
<th>H</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Scheduler</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Deputy Scheduler/Assistant to Chief of Staff</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>7</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Executive Assistant/Scheduler</td>
<td>15</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>Executive Assistant/Scheduler “Not Entry Level”</td>
<td>9</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Scheduler</td>
<td>49</td>
<td>43</td>
<td>6</td>
</tr>
<tr>
<td>Scheduler, “Not Entry Level”</td>
<td>8</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Scheduler/Office Manager</td>
<td>10</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Staff Assistant/Driver</td>
<td>5</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>LC/Staff Assistant</td>
<td>15</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>Staff Assistant</td>
<td>77</td>
<td>62</td>
<td>15</td>
</tr>
</tbody>
</table>

### Source:
CRS analysis of selected ads seeking congressional staff, various sources, December 2014-September 2019. 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\textsuperscript{18}

\textit{Constituent Communications, Outreach, and Service}

\textbf{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

\textbf{Other Potential Duties}
- Update Member and district director on local issues
- Learn federal agency casework procedures

\textbf{Applicant Characteristics}
- Patience
- Motivation
- Sense of humor

\textbf{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

\textbf{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

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\textsuperscript{18} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Communications Director[^19]

*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**
- 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

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

**Applicant Knowledge and Prior Experience**
- Communications, journalism, public relations

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

**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

[^19]: 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”20

Media, Mass Communications
Messaging, and Speeches

Ads
18 (18 House, 0 Senate)

**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 Skills**
- Attention to detail, accuracy
- Organized
- Balance multiple tasks

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

** 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

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20 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Constituent Services Representative\textsuperscript{21}

**Constituent Communications, Outreach, and Service**

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handle casework and related calls, correspondence</td>
<td>7 (5 House, 2 Senate)</td>
</tr>
<tr>
<td>Work with federal or state entities to resolve casework</td>
<td></td>
</tr>
<tr>
<td>Provide office support, sort mail, order supplies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and execute outreach events</td>
</tr>
<tr>
<td>Represent Member</td>
</tr>
<tr>
<td>Support Member events</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good political instincts, judgement</td>
</tr>
<tr>
<td>Energetic</td>
</tr>
<tr>
<td>Self-starter</td>
</tr>
<tr>
<td>Adaptable</td>
</tr>
<tr>
<td>Hard worker</td>
</tr>
<tr>
<td>Motivated</td>
</tr>
<tr>
<td>Sense of humor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Knowledge and Prior Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casework, public service, customer service, 0-5 years</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discretion</td>
</tr>
<tr>
<td>Organized</td>
</tr>
<tr>
<td>Work well with others</td>
</tr>
<tr>
<td>Able to balance multiple tasks</td>
</tr>
<tr>
<td>Attention to detail</td>
</tr>
<tr>
<td>Reliability</td>
</tr>
<tr>
<td>Work independently</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td>Work flexible schedule, long days, weekends</td>
</tr>
<tr>
<td>Ties to state or district</td>
</tr>
<tr>
<td>Work environment typically described as high pressure, team-based, collaborative</td>
</tr>
</tbody>
</table>

\textsuperscript{21} 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**

8 (0 House, 8 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

**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 Characteristics**
- Proactive, takes initiative

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

**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 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

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22 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

Ads
6 (0 House, 6 Senate)

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

Office Administration and Support

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

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

Applicant Characteristics
Energetic
Motivated
Adaptable
Sound judgement

Applicant Skills
Attention to detail
Highly organized
Exercise discretion
Personable, courteous
Trustworthy

Applicant Knowledge and Prior Experience
Hill experience preferred
Knowledge of Senate operations, schedules

Other Expectations
Strong written and verbal communications skills
Flexible hours
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.”
Deputy Scheduler/Assistant to Chief of Staff^25

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

---

^25 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Digital Director/Press Assistant26

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

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

**Other Expectations**
- Strong written and verbal communications skills
- Communications background
- Experience with online organizing
- 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.”
Digital Media Director

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

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage office social media accounts</td>
<td>Plan and execute media events</td>
</tr>
<tr>
<td>Create social media content, written, graphic, and video</td>
<td>Track and analyze various media platform metrics</td>
</tr>
<tr>
<td>Maintain office websites</td>
<td>Grow office social media audience</td>
</tr>
</tbody>
</table>

** Applicant Characteristics **

<table>
<thead>
<tr>
<th>Applicant Skills</th>
<th>Applicant Knowledge and Prior Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energetic, outgoing</td>
<td>Broadcast communications, journalism, public relations</td>
</tr>
<tr>
<td>Sound judgement</td>
<td>Knowledge of Senate rules, procedures</td>
</tr>
<tr>
<td></td>
<td>Experience with photography; creating audio, graphic, and video content; and related software</td>
</tr>
</tbody>
</table>

**Applicant Skills**

| Digital media skills | Strong written and verbal communications skills |
| Well organized       | Position is generally not entry level, up to 3 years’ experience expected |
| Quick thinking       | Work environment typically described as high pressure, team-based, collaborative |
| Resourceful          | |
| Problem solving abilities | |

**Ads**

5 (0 House, 5 Senate)

---

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

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

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversee district office operations</td>
<td>Oversee district office budget</td>
</tr>
<tr>
<td>Develop outreach and constituent service strategies</td>
<td>Manage Member schedule with district scheduler</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>
</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

---

\textsuperscript{28} 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
- Patient
- Poise

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

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

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

Ads
7 (5 House, 2 Senate)

29 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
## Executive Assistant/Scheduler\(^{30}\)

### 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
- Organized
- 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

---

\(^{30}\) Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Executive Assistant/Scheduler, “Not Entry Level”

Office Administration and Support

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

Applicant Characteristics

<table>
<thead>
<tr>
<th>Professional manner</th>
<th>Other Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Skills, friendly, personable, pleasant</td>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td>Sound political instincts, judgement</td>
<td>State or district ties</td>
</tr>
<tr>
<td>Sense of humor</td>
<td>Work environment typically described as high pressure,</td>
</tr>
<tr>
<td></td>
<td>team-based, collaborative</td>
</tr>
</tbody>
</table>

Applicant Knowledge and Prior Experience

<table>
<thead>
<tr>
<th>Hill experience</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 1 year of scheduling experience</td>
<td></td>
</tr>
<tr>
<td>Full-time executive assistant experience</td>
<td></td>
</tr>
</tbody>
</table>

Ads

9 (9 House, 0 Senate)

---

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

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

Adverts
- 13 (10 House, 3 Senate)

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

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

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

---

32 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Field Representative/Caseworker

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

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

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
7 (7 House, 0 Senate)

---

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</td>
<td>Oversee office mail program</td>
</tr>
<tr>
<td>legislation, memos</td>
<td>Maintain policy portfolio of 1-3 issues</td>
</tr>
<tr>
<td>Meet with constituents, agency staff,</td>
<td>Conduct research and analysis</td>
</tr>
<tr>
<td>other stakeholders</td>
<td></td>
</tr>
<tr>
<td>Assist with preparations for hearings</td>
<td></td>
</tr>
<tr>
<td>and meetings</td>
<td></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

**Applicant Skills**

- Ability to prioritize
- Attention to detail, accuracy
- Balance multiple projects, tasks
- Organizational skills
- Research skills

**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.”
## Legislative Assistant

Congressional Staff: Duties, Qualifications, and Skills

### 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)

### 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

---

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

**Legislative, Policy, and Oversight**

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft bills and amendments</td>
<td>26 (20 House, 6 Senate)</td>
</tr>
<tr>
<td>Write memos, floor statements, talking points, speeches</td>
<td>Draft constituent correspondence, hearing questions</td>
</tr>
<tr>
<td>Handle portfolio of 1-7 issues</td>
<td>Advocate for legislation, policy priorities of Member</td>
</tr>
<tr>
<td>Meet with constituency and advocacy groups</td>
<td>Legislative research</td>
</tr>
<tr>
<td>Identify and advance policy proposals</td>
<td></td>
</tr>
<tr>
<td>Represent Member in congressional and public settings</td>
<td></td>
</tr>
<tr>
<td>Monitor legislation in issue area(s)</td>
<td></td>
</tr>
</tbody>
</table>

**Other Potential Duties**

- Advocate for legislation, policy priorities of Member
- Legislative research

---

**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

---

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

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

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)

Ad

54 (34 House, 20 Senate)

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

37 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

**Widely Expected Duties**
- Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

---

**Widely Expected Duties**

**Other Potential Duties**

<table>
<thead>
<tr>
<th>Applicant Characteristics</th>
<th>Applicant Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative</td>
<td>Accuracy</td>
</tr>
<tr>
<td>Motivated</td>
<td>Attention to detail</td>
</tr>
<tr>
<td>Interested in added responsibilities, skill development</td>
<td>Organization skills</td>
</tr>
<tr>
<td>Sense of humor</td>
<td>Research skills</td>
</tr>
<tr>
<td>Proactive, takes initiative</td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Knowledge and Prior Experience**

<table>
<thead>
<tr>
<th>Knowledge of House rules, processes</th>
<th>Strong written and verbal communications skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience with social media platforms, CMS packages</td>
<td>Ties to state or district</td>
</tr>
<tr>
<td>Hill experience</td>
<td>Work environment typically described as high pressure, team-based, collaborative</td>
</tr>
<tr>
<td>Design of audio, graphic, video content</td>
<td></td>
</tr>
</tbody>
</table>

---

38 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Legislative Correspondent/Staff Assistant\textsuperscript{39}

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

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

\textsuperscript{39} 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

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

Applicant Characteristics
- None stated

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

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

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

Ads
- 5 (3 House, 2 Senate)

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

---

41 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”42

Legislative, Policy, and Oversight

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

Other Potential Duties
- Legislative portfolio of 1-5 issues

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

---

42 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

**Widely Expected Duties**
- Develop and implement Senator’s legislative program
- Manage legislative staff of 12-18
- Monitor floor activity
- Oversee development of vote recommendations
- Support office outreach activities to various constituencies

**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

---

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

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

Applicant Characteristics
Self-directed
Strong ideas
Appropriate attitude

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

Applicant Skills
Work independently
Operate quickly, efficiently
Work well with others
Problem-solving abilities

Other Potential Duties
Represent Member in committee and agency settings
Track military acquisition programs

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

Ads
10 (8 House, 2 Senate)

44 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Press Assistant[^45]

<table>
<thead>
<tr>
<th>Media, Mass Communications, Messaging, and Speeches</th>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Widely Expected Duties</td>
<td>16 (10 House, 6 Senate)</td>
</tr>
<tr>
<td>Write social media, website content, emails, newsletters</td>
<td>Other Potential Duties</td>
</tr>
<tr>
<td>Assist with media inquiries, press releases, interviews</td>
<td>Maintain media lists</td>
</tr>
<tr>
<td>Manage social media accounts</td>
<td>Organize or support media events</td>
</tr>
<tr>
<td>Compile daily clips and media mentions</td>
<td>Applicant Skills</td>
</tr>
<tr>
<td></td>
<td>Attention to detail</td>
</tr>
<tr>
<td>Applicant Characteristics</td>
<td>Balance multiple tasks</td>
</tr>
<tr>
<td>Motivated</td>
<td>Cooperative, collaborative</td>
</tr>
<tr>
<td>Creative</td>
<td>Operate quickly</td>
</tr>
<tr>
<td>Takes initiative</td>
<td>Applicant Knowledge and Prior Experience</td>
</tr>
<tr>
<td></td>
<td>Content design, audio, graphic, video</td>
</tr>
<tr>
<td>Applicant Knowledge and Prior Experience</td>
<td>Public relations, journalism</td>
</tr>
<tr>
<td></td>
<td>Knowledge of chamber procedures, activities</td>
</tr>
<tr>
<td></td>
<td>Software, MS, graphic, and video production</td>
</tr>
<tr>
<td></td>
<td>Other Expectations</td>
</tr>
<tr>
<td></td>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td></td>
<td>Generally an entry-level position</td>
</tr>
<tr>
<td></td>
<td>Work environment typically described as high pressure, team-based, collaborative</td>
</tr>
</tbody>
</table>

[^45]: Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Press Secretary\textsuperscript{46}

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

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

\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

\begin{flushright}
\textbf{Ads}
\end{flushright}

\textbf{39 (33 House, 6 Senate)}

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

\textbf{Constituent Communications, Outreach, and Service}

\textbf{Widely Expected Duties}
- Monitor, update office on regional and local issues
- Represent Senator at events, civic, community meetings
- Act as liaison with federal, state, and local officials, agencies, community organizations

\textbf{Other Potential Duties}
- Process constituent casework requests
- Travel throughout region, state
- Oversee work of junior regional staff

\textbf{Applicant Characteristics}
- Enthusiastic
- Outgoing
- Motivated
- Adaptable
- Creative ideas
- Self-starter

\textbf{Applicant Knowledge and Prior Experience}
- State and local government
- Public policy issues
- Outreach
- MS applications, CMS

\textbf{Applicant Skills}
- Able to balance multiple tasks and projects
- Attention to detail
- Highly organized
- Work well with others
- Reliable
- Able to work independently

\textbf{Other Expectations}
- Strong written and verbal communications skills
- State or community ties
- Team player
- 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.”
Scheduler

Office Administration and Support

Ads
49 (43 House, 6 Senate)

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

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

---

48 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Scheduler, “Not Entry Level”\textsuperscript{49}

<table>
<thead>
<tr>
<th>Office Administration and Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Widely Expected Duties</strong></td>
</tr>
<tr>
<td>Collaboratively develop Member’s schedule</td>
</tr>
<tr>
<td>Make Member travel arrangements</td>
</tr>
<tr>
<td>Handle Member’s correspondence</td>
</tr>
<tr>
<td>Provide Member administrative support</td>
</tr>
<tr>
<td><strong>Applicant Characteristics</strong></td>
</tr>
<tr>
<td>Excellent political instincts</td>
</tr>
<tr>
<td>Proactive</td>
</tr>
</tbody>
</table>

| **Other Potential Duties**        |
| Coordinate DC schedule with district |
| Ensure Member has briefing materials |
| Maintain contacts database        |
| Maintain office records           |

| **Applicant Skills**              |
| Discretion, maintain confidentiality |
| Close attention to detail         |
| Organizational skills             |
| Work well with others             |

| **Applicant Knowledge and Prior Experience** |
| Work as congressional scheduler, 1-2 years |

| **Other Expectations**             |
| Strong written and verbal communications skills |
| Flexible schedule                  |
| 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.”
Scheduler/Office Manager

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

Applicant Characteristics
- Appropriate attitude
- Flexibility
- Sound political instincts

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

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

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

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

Ads
10 (10 House, 0 Senate)

---

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

#### Legislative, Policy, and Oversight

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Member in committee activities</td>
<td>Build or expand Member policy priorities</td>
</tr>
<tr>
<td>Manage Member work in assigned issue area(s)</td>
<td>Represent Member in congressional and public settings</td>
</tr>
<tr>
<td>Research bills and other issues</td>
<td></td>
</tr>
<tr>
<td>Advise Member</td>
<td></td>
</tr>
</tbody>
</table>

#### Applicant Characteristics

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

#### Applicant Knowledge and Prior Experience

- Substantial congressional experience
- Substantial issue(s) experience
- 2-5 years of relevant experience

#### Applicant Skills

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

#### Other Expectations

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

---

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

### Ad

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ads</td>
<td>17 (3 House, 14 Senate)</td>
</tr>
<tr>
<td>Other Potential Duties</td>
<td>Manage social media accounts</td>
</tr>
</tbody>
</table>

### 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

### 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

---

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

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

---

53 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

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

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

**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

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

\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{Applicant Knowledge and Prior Experience}
- 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

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

**Office Administration and Support**

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update, maintain DC and state office computer systems</td>
<td>Update office IT policies and procedures</td>
</tr>
<tr>
<td>Ensure network and email availability</td>
<td></td>
</tr>
<tr>
<td>Recommend purchases of IT hardware, software</td>
<td></td>
</tr>
<tr>
<td>Install service packs, virus definition updates</td>
<td></td>
</tr>
<tr>
<td>Develop, maintain information management system</td>
<td></td>
</tr>
<tr>
<td>Provide user training and support</td>
<td></td>
</tr>
</tbody>
</table>

### 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

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56 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
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R. Eric Petersen
Specialist in American National Government

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