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

R. Eric Petersen
Specialist in American National Government

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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.

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, and Job Tenure.
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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, 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 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).\(^7\) 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.”\(^8\) 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.\(^9\) 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.\(^10\) 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,\(^11\) were removed, as were ads for positions in congressional settings other than personal offices,\(^12\) 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. 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, 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 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 relies on an assumption that similarly titled positions in House and Senate personal offices carry out the same tasks under essentially

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14 A codebook and detailed explanation of the coding process are available to congressional offices upon request.
16 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.
17 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.
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></th>
<th>Legislative, Policy, and Oversight</th>
<th>Media, Mass Communications, Messaging, and Speeches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ads</td>
<td>H</td>
</tr>
<tr>
<td>Legislative Aide</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Legislative Assistant (LA)</td>
<td>107</td>
<td>77</td>
</tr>
<tr>
<td>LA, “Not Entry Level”</td>
<td>26</td>
<td>20</td>
</tr>
<tr>
<td>Legislative Counsel</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Legislative Director (LD), House</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>LD, Senate</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>LD, “Senior Level,” “Not Entry Level”</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Military Legislative Assistant (MLA)</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Senior Legislative Assistant (SLA)</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Legislative Correspondent (LC)</td>
<td>54</td>
<td>34</td>
</tr>
<tr>
<td>LCI/Press Assistant</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>LC/Staff Assistant</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td><strong>Constituent Communications, Outreach, and Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ads</td>
<td>H</td>
</tr>
<tr>
<td>Caseworker</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>Constituent Services Representative</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Correspondence Manager</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>District Director</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Field, District, or Regional Representative</td>
<td>13</td>
<td>10</td>
</tr>
<tr>
<td>Field Representative/Caseworker</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Regional Coordinator</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>LCI</td>
<td>54</td>
<td>34</td>
</tr>
<tr>
<td>LCI/Staff Assistant</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Staff Assistant</td>
<td>77</td>
<td>62</td>
</tr>
<tr>
<td>Staff Assistant/Press Assistant</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></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

**Constituent Communications, Outreach, and Service**

<table>
<thead>
<tr>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 (9 House, 2 Senate)</td>
</tr>
</tbody>
</table>

**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

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

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

Applicant Knowledge and Prior Experience
Communications, journalism, public relations

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

Ads
54 (50 House, 4 Senate)

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**

**Ad Count**
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 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

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²⁰ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

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### Constituent Services Representative

**Constituent Communications, Outreach, and Service**

- **Ads**: 7 (5 House, 2 Senate)

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handle casework and related calls, correspondence</td>
<td>Plan and execute outreach events</td>
</tr>
<tr>
<td>Work with federal or state entities to resolve casework</td>
<td>Represent Member</td>
</tr>
<tr>
<td>Provide office support, sort mail, order supplies</td>
<td>Support Member events</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Characteristics</th>
<th>Applicant Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good political instincts, judgement</td>
<td>Discretion</td>
</tr>
<tr>
<td>Energetic</td>
<td>Organized</td>
</tr>
<tr>
<td>Self-starter</td>
<td>Work well with others</td>
</tr>
<tr>
<td>Adaptable</td>
<td>Able to balance multiple tasks</td>
</tr>
<tr>
<td>Hard worker</td>
<td>Attention to detail</td>
</tr>
<tr>
<td>Motivated</td>
<td>Reliability</td>
</tr>
<tr>
<td>Sense of humor</td>
<td>Work independently</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Knowledge and Prior Experience</th>
<th>Other Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casework, public service, customer service, 0-5 years</td>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>Work flexible schedule, long days, weekends</td>
</tr>
</tbody>
</table>

**Ties to state or district**

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

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

As a Correspondence Manager, you will coordinate with office leadership, LCs, and CMS to produce, deliver substantive, timely written responses to constituent inquiries. You will also draft, edit outgoing correspondence, oversee drafting and approval of condolence and congratulatory letters, train interns, LCs, and Staff Assistants in correspondence processes, manage constituent contact lists, maintain correspondence records, and provide CMS reports and system maintenance.

**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 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

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

**Applicant Knowledge and Prior Experience**
- 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

Ad
6 (0 House, 6 Senate)

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

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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

24 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\textsuperscript{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 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

\textsuperscript{25} 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 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

Ads
5 (3 House, 2 Senate)

---

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

**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

---

27 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**

**Widely Expected Duties**
- Oversee district office operations
- Develop outreach and constituent service strategies
- Represent Member in meetings and events
- Supervise district staff, plan and assign work

**Other Potential Duties**
- Oversee district office budget
- Manage Member schedule with district scheduler

**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

---

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 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

29 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Executive Assistant/Scheduler³⁰

Office Administration and Support

Wide 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

Ads
15 (14 House, 1 Senate)

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**

**Widely Expected Duties**
- Coordinate and maintain Member’s daily schedule
- Make travel arrangements for Member
- Maintain Member’s calendar

**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

**Other Potential Duties**
- Evaluate invitations to accept or decline
- Maintain office records
- Manage Member’s correspondence

**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

---

31 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 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

Ads
13 (10 House, 3 Senate)

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

---

33 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
### Legislative Aide\(^{34}\)

**Legislative, Policy, and Oversight**

**Widely Expected Duties**
- Draft constituent correspondence legislation, memos
- Meet with constituents, agency staff, other stakeholders
- Assist with preparations for hearings and meetings

**Other Potential Duties**
- Oversee office mail program
- Maintain policy portfolio of 1-3 issues
- Conduct research and analysis

**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

**Applicant Knowledge and Prior Experience**
- 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\textsuperscript{35}

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

\textsuperscript{35} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Legislative Assistant, “Not Entry Level”\textsuperscript{36}

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft bills and amendments</td>
<td>Draft constituent correspondence, hearing questions</td>
</tr>
<tr>
<td>Write memos, floor statements, talking points, speeches</td>
<td>Advocate for legislation, policy priorities of Member</td>
</tr>
<tr>
<td>Handle portfolio of 1-7 issues</td>
<td>Legislative research</td>
</tr>
<tr>
<td>Meet with constituency and advocacy groups</td>
<td></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>

<table>
<thead>
<tr>
<th>Applicant Characteristics</th>
<th>Applicant Skills</th>
<th>Other Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-starter, proactive</td>
<td>Work well with others</td>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td>Sense of humor</td>
<td>Analytic thinking</td>
<td>Demonstrate substantial legislative experience</td>
</tr>
<tr>
<td>Motivated</td>
<td>Organizational skills</td>
<td>Work environment typically described as high pressure,</td>
</tr>
<tr>
<td>Energetic</td>
<td>Interpersonal skills</td>
<td>team-based, collaborative</td>
</tr>
<tr>
<td>Political instincts</td>
<td>Research skills</td>
<td></td>
</tr>
<tr>
<td>Hard worker</td>
<td>Problem-solving abilities</td>
<td></td>
</tr>
<tr>
<td>Strong ideas</td>
<td>Time management</td>
<td></td>
</tr>
<tr>
<td>Appropriate attitude</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexible, nimble</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Knowledge and Prior Experience</th>
<th>Other Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior experience in a congressional office</td>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td>Detailed knowledge of assigned issue area(s)</td>
<td>Demonstrate substantial legislative experience</td>
</tr>
<tr>
<td>1-2 years of congressional staff work in legislative areas</td>
<td>Work environment typically described as high pressure, team-based, collaborative</td>
</tr>
<tr>
<td>Prior work as an LA or LC</td>
<td></td>
</tr>
</tbody>
</table>

\textsuperscript{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)

Ads
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

### Ads
- 7 (7 House, 0 Senate)

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

#### Applicant Skills
- Accuracy
- Attention to detail
- Organization skills
- Research skills

#### Other Expectations
- Strong written and verbal communications skills
- Ties to state or district
- 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 Correspondent/Staff Assistant\textsuperscript{39}

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

**Ads**
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

\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

---

40 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]

<table>
<thead>
<tr>
<th>Legislative, Policy, and Oversight</th>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Widely Expected Duties</td>
<td>6 (6 House, 0 Senate)</td>
</tr>
<tr>
<td>Manage legislative team activity</td>
<td></td>
</tr>
<tr>
<td>Supervise legislative staff</td>
<td></td>
</tr>
<tr>
<td>Work with Member, Chief of Staff to develop legislative program</td>
<td></td>
</tr>
<tr>
<td>Support Member’s committee activities</td>
<td></td>
</tr>
<tr>
<td>Other Potential Duties</td>
<td></td>
</tr>
<tr>
<td>Legislative portfolio of 1-5 issues</td>
<td></td>
</tr>
</tbody>
</table>

Applicant Characteristics

- Proactive
- Good judgement

Applicant Knowledge and Prior Experience

- Hill or legislative experience, “strong,” “substantial” “at least 5 years”
- [policy area designated in ad] experience

Applicant Skills

- Attention to detail
- Leadership
- Ability to delegate
- Creativity

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

**Ads**
4 (0 House, 4 Senate)

**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

Legislative, Policy, and Oversight

**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

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

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

**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

---

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

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

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

Media, Mass Communications, Messaging, and Speeches

**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

**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

**Applicant Characteristics**
- Sound political instincts
- Takes initiative
- Hard worker
- Sense of humor
- Motivated

**Applicant Knowledge and Prior Experience**
- Media, journalism, public relations roles, experience
- Hill experience
- Content design, audio, graphics, video

**Applicant Skills**
- Balance multiple assignments, tasks
- Attention to detail, accuracy
- Handle stress
- Work well with others
- Efficient

**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

---

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

<table>
<thead>
<tr>
<th>Constituent Communications, Outreach, and Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Widely Expected Duties</strong></td>
</tr>
<tr>
<td>Monitor, update office on regional and local issues</td>
</tr>
<tr>
<td>Represent Senator at events, civic, community meetings</td>
</tr>
<tr>
<td>Act as liaison with federal, state, and local officials, agencies, community organizations</td>
</tr>
<tr>
<td><strong>Other Potential Duties</strong></td>
</tr>
<tr>
<td>Process constituent casework requests</td>
</tr>
<tr>
<td>Travel throughout region, state</td>
</tr>
<tr>
<td>Oversee work of junior regional staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Applicant Characteristics</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enthusiastic</td>
</tr>
<tr>
<td>Outgoing</td>
</tr>
<tr>
<td>Motivated</td>
</tr>
<tr>
<td>Adaptable</td>
</tr>
<tr>
<td>Creative ideas</td>
</tr>
<tr>
<td>Self-starter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Applicant Knowledge and Prior Experience</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>State and local government</td>
</tr>
<tr>
<td>Public policy issues</td>
</tr>
<tr>
<td>Outreach</td>
</tr>
<tr>
<td>MS applications, CMS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 (0 House, 6 Senate)</td>
</tr>
</tbody>
</table>

**Applicant Skills**

- Able to balance multiple tasks and projects
- Attention to detail
- Highly organized
- Work well with others
- Reliable
- Able to work independently

**Other Expectations**

- Strong written and verbal communications skills
- State or community ties
- Team player
- Work environment typically described as high pressure, team-based, collaborative

---

47 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
### Scheduler^48

#### Office Administration and Support

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversee Member’s schedule in DC and state/district</td>
<td>Hire and manage interns</td>
</tr>
<tr>
<td>Schedule, coordinate Member and staff travel, lodging</td>
<td>Provide administrative support to Chief of Staff</td>
</tr>
<tr>
<td>Organize and track invitations</td>
<td></td>
</tr>
<tr>
<td>Drive Member to and from events</td>
<td></td>
</tr>
<tr>
<td>Provide administrative support to Member</td>
<td></td>
</tr>
</tbody>
</table>

#### Applicant Characteristics

<table>
<thead>
<tr>
<th>Applicant Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energetic</td>
</tr>
<tr>
<td>Sound political judgement</td>
</tr>
<tr>
<td>Takes initiative</td>
</tr>
<tr>
<td>Adaptable</td>
</tr>
<tr>
<td>Accuracy, attention to details</td>
</tr>
<tr>
<td>Highly organized</td>
</tr>
<tr>
<td>Able to balance multiple tasks</td>
</tr>
<tr>
<td>Friendly, outgoing</td>
</tr>
<tr>
<td>Problem-solving abilities</td>
</tr>
<tr>
<td>Work well with others</td>
</tr>
</tbody>
</table>

#### Applicant Knowledge and Prior Experience

<table>
<thead>
<tr>
<th>Other Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work as Scheduler or Executive Assistant</td>
</tr>
<tr>
<td>House or Senate operations, procedures</td>
</tr>
<tr>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td>On-call availability after working hours</td>
</tr>
<tr>
<td>May supervise junior operations staff (Senate)</td>
</tr>
<tr>
<td>Travel between Washington, DC, and state or district</td>
</tr>
<tr>
<td>Work environment typically described as high pressure, team-based, collaborative</td>
</tr>
</tbody>
</table>

---

^48 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
### 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>Collaboratively develop Member’s schedule</td>
<td>Coordinate DC schedule with district</td>
</tr>
<tr>
<td>Make Member travel arrangements</td>
<td>Ensure Member has briefing materials</td>
</tr>
<tr>
<td>Handle Member’s correspondence</td>
<td>Maintain contacts database</td>
</tr>
<tr>
<td>Provide Member administrative support</td>
<td>Maintain office records</td>
</tr>
</tbody>
</table>

**Applicant Characteristics**

- Excellent political instincts
- Proactive

**Applicant Knowledge and Prior Experience**

- Work as congressional scheduler, 1-2 years

**Applicant Skills**

- Discretion, maintain confidentiality
- Close attention to detail
- Organizational skills
- Work well with others

**Other Expectations**

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

---

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

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Member’s district and DC schedule</td>
<td>Keep Member on schedule during the day</td>
</tr>
<tr>
<td>Facilitate Member’s personal correspondence</td>
<td>Supervise staff assistants, interns</td>
</tr>
<tr>
<td>Oversee front-office management</td>
<td>Drive the Member to events</td>
</tr>
<tr>
<td>Collaborate with the Chief of Staff to manage the MRA and payroll</td>
<td>Arrange travel and meetings</td>
</tr>
<tr>
<td>Administer office finances, benefits, and procurement</td>
<td></td>
</tr>
<tr>
<td>Work closely with the Chief of Staff and District Director to</td>
<td></td>
</tr>
<tr>
<td>ensure effective office operations</td>
<td></td>
</tr>
</tbody>
</table>

Applicant Characteristics

<table>
<thead>
<tr>
<th>Applicant Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate attitude</td>
</tr>
<tr>
<td>Flexibility</td>
</tr>
<tr>
<td>Sound political instincts</td>
</tr>
</tbody>
</table>

Applicant Knowledge and Prior Experience

<table>
<thead>
<tr>
<th>Applicant Knowledge and Prior Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hill experience</td>
</tr>
<tr>
<td>Executive assistant</td>
</tr>
<tr>
<td>Congressional scheduling</td>
</tr>
<tr>
<td>Knowledge of House schedules, activities</td>
</tr>
</tbody>
</table>

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 Assistant⁵¹

**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

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⁵¹ 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

---

52 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Staff Assistant\textsuperscript{53}

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

---

\textsuperscript{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

---

54 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Staff Assistant/Press Assistant55

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

**Constituent Communications, Outreach, and Service**

**Office Administration and Support**

**Ads**

5 (5 House, 0 Senate)

<table>
<thead>
<tr>
<th>Widely Expected Duties</th>
<th>Other Potential Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage office website, social media posting</td>
<td>Compile press clips</td>
</tr>
<tr>
<td>Support office: greet guests, answer phones, handle mail, conduct tours, process flag requests</td>
<td>Assist Communications Director with press releases, inquiries</td>
</tr>
</tbody>
</table>

**Applicant Characteristics**

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

**Applicant Knowledge and Prior Experience**

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

<table>
<thead>
<tr>
<th>Applicant Skills</th>
<th>Other Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance multiple assignments</td>
<td>Strong written and verbal communications skills</td>
</tr>
<tr>
<td>Detail oriented</td>
<td>Work environment typically described as high pressure, team-based, collaborative</td>
</tr>
<tr>
<td>Digital media</td>
<td>Handle stress</td>
</tr>
</tbody>
</table>

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55 Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Systems Administrator\textsuperscript{56}

**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

**Adverts**
- 10 (0 House, 10 Senate)

**Applicant Characteristics**
- Motivated
- Takes initiative
- Patience

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

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

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

\textsuperscript{56} Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”
Author Contact Information

R. Eric Petersen
Specialist in American National Government
/redacted/@crs.loc.gov, 7-....

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