

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

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Congressional Staff: Duties and Qualifications 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 several 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 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 February 2025 seeking staff in their offices for 46 position titles, provided in **Table 1**.

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. Generalizations about staff roles and duties may 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.

Contents

Identifying Job Advertisements	2
Categorizing and Coding.....	2
Concluding Observations	3
Sample Position Expectations for Selected Job Titles.....	4
Administrative Director	4
Caseworker.....	5
Caseworker/Field Representative.....	5
Chief of Staff.....	6
Communications Assistant	7
Communications Director	8
Communications Director, NEL.....	9
Constituent Advocate	10
Constituent Services Representative	10
Correspondence Manager.....	11
Counsel.....	11
Deputy Communications Director	12
Deputy Press Secretary	12
Deputy Scheduler	13
Deputy Scheduler/Assistant to Chief of Staff	13
Digital Director	14
Digital Director/Press Assistant	14
District Director	15
District Representative	15
Executive Assistant	15
Executive Assistant/Scheduler	16
Executive Assistant/Scheduler, NEL.....	16
Field, District, Outreach, or Regional Representative.....	17
Legislative Aide	18
Legislative Assistant.....	18
Legislative Assistant, NEL.....	19
Legislative Correspondent	20
Legislative Correspondent/Staff Assistant	21
Legislative Counsel.....	21
Legislative Director, House.....	22
Legislative Director, NEL	22
Legislative Director, Senate	23
Military Legislative Assistant.....	23
Office Manager	24
Outreach Representative	24
Press Assistant.....	25
Press Secretary	26
Press Secretary/Digital Director.....	27
Press/Digital Assistant.....	27
Regional Director	28
Regional Representative.....	28
Scheduler.....	29
Scheduler, NEL	29

Scheduler/Office Manager	30
Scheduler/Staff Assistant.....	31
Scheduling Director	31
Senior Legislative Assistant	32
Special Assistant.....	32
Speechwriter.....	33
Staff Assistant.....	33
Staff Assistant/Driver	34
Staff Assistant/Press Assistant.....	34

Tables

Table 1. Position Titles Analyzed	1
---	---

Contacts

Author Information.....	35
-------------------------	----

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, and observers outside of Congress. 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, committee, or leadership offices.¹ 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 several different offices can shed light on the expectations Members have for position duties, as well as staff skills, characteristics, experience, and other needs.

This report provides a set of 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 February 2025 seeking staff in their personal offices for 43 position titles. **Table 1** provides the position titles.

Table 1. Position Titles Analyzed

Administrative Director	Digital Director/Press Assistant	Press Secretary
Caseworker	District Director	Press Secretary/Digital Director
Caseworker/Field Representative	Executive Assistant	Press/Digital Assistant
Chief Of Staff	Executive Assistant/Scheduler	Regional Director
Communications Assistant	Field Representative	Scheduler
Communications Director	Legislative Aide	Scheduler/Office Manager
Constituent Advocate	Legislative Assistant (LA)	Scheduler/Staff Assistant
Constituent Service Representative	Legislative Correspondent (LC)	Scheduling Director
Correspondence Manager	LC/Staff Assistant	Senior Legislative Assistant
Counsel	Legislative Counsel	Special Assistant
Deputy Communications Director	Legislative Director (LD)	Speechwriter
Deputy Press Secretary	Military Legislative Assistant	Staff Assistant
Deputy Scheduler	Office Manager	Staff Assistant/Driver
Deputy Scheduler/Assistant to Chief of Staff	Press Assistant	Staff Assistant/Press Assistant
Digital Director		

Source: CRS analysis of various sources.

¹ Staff roles and duties in committee or leadership settings are beyond the scope of this report.

Identifying Job Advertisements

Data used in developing sample position expectations primarily were taken from publicly available House and Senate sources, including the House Employment Bulletin, published weekly by the House Vacancy Announcement and Placement Service (HVAPS) in the Office of the House Chief Administrative Officer (CAO),² collected from ads published between approximately January 2015 and February 2025; and the Senate Employment Bulletin, published online by the Senate Employment Office, which is administered by the Senate Sergeant at Arms (SSAA),³ collected from ads that were not dated, appearing from approximately July 2016 to February 2025.⁴

Categorizing and Coding

More than 4,200 ads were collected from all sources. The ads represent a substantial number, but do not represent an exhaustive collection of public congressional employment solicitations. Duplicate ads resulting from posts to more than one source, and ads that appear to have been frequently reposted,⁵ were not considered. Ads for positions in congressional settings other than personal offices⁶ were not considered, yielding a total of 1,377 ads available for analysis.

Identical and 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. Four apparently related job titles—district, field, outreach, or regional representative—that had essentially similar job duties and expectations were combined. Ads for the identified position titles were further categorized if there were five or more ads that specified the advertised position as “not entry level” (NEL) or other signifier of presumptive advanced status. The categorized ads were coded against a variety of variables within eight categories, including ad tracking information; ad details; position responsibilities and responsibility areas; expected job skills, qualifications, and credentials; application materials; and office type.

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.⁷ Consequently, it cannot be determined whether the dataset of ads analyzed in this report is representative of all congressional employment solicitations.

² See U.S. House of Representatives, “Employment Information,” at <https://www.house.gov/employment>.

³ See U.S. Senate, “Employment Bulletin,” at <https://www.senate.gov/employment/po/positions.htm>.

⁴ In addition, some job ads available prior to the spring of 2021 were collected by House leadership officials, including the House GOP Job and Resume Bank, which publicly posted ads on behalf of the House Republican Conference on Facebook between approximately January 2017 and November 2020. Other ads were collected from the period between approximately December 2014 and January 2017 from the website of Representative Virginia Foxx during part of her tenure as the House Republican Conference Secretary. Other sources were the Job Announcements Board hosted by Representative Steny Hoyer during parts of his tenures as House majority leader and as House minority whip. Data were collected from ads posted between approximately December 2020 and March 2021, and January 2016 and December 2017.

⁵ 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.

⁶ Other congressional settings for which ads were collected include committee, leadership, officer, official, shared Member and committee, party conferences and caucuses, and House congressional member organizations.

⁷ For example, the ad sources used did not contain analyzable numbers of ads for Casework Supervisors in either chamber or State Director positions in the Senate.

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

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

For each position, at least one sample position description was created based on the coded data. Information includes the most frequently occurring of the following: primary responsibility areas; widely expected and other potential duties; expectations of applicants, including characteristics, skills, knowledge, prior experience, and other expectations.

Concluding Observations

The sample position descriptions provided in this report might provide some insight into Member expectations of staff in their personal offices. At the same time, some of the findings might suggest that tasks and duties are aggregated in diverse ways within some similarly titled positions. This may be due to operational differences among offices seeking staff, or differences in the expectations of an employee in that position.⁸ Some other titles suggest that congressional employing offices might assign a range of different titles to substantially similar groups of position expectations, duties, knowledge, and skills.⁹ Consequently, assumptions about job titles as a singular organizing concept might be questionable.

Some explanation for the differences within or similarities among job titles might be explained in part by the range of approaches individual Members of Congress pursue in carrying out their official duties. This can result in variable employment practices from office to office. Other insight might come from differences in the scale and extent of activities due to the resources made available to operate the personal offices of Members of the House and Senators.¹⁰

These and other explanations may limit the extent to which sample position expectations provided here match operational practices in all congressional offices.

⁸ For examples, see differences in expectations between some positions and identically titled positions designated as “Not Entry Level” or “Senior;” House and Senate Legislative Directors; or similarities between Legislative Assistant, Military Legislative Assistant, Legislative Aide, and Legislative Correspondent.

⁹ See, e.g., Legislative Correspondent and Legislative Correspondent/Staff Assistant, or Digital Director, Press Secretary, and Press Secretary/Digital Director, among others.

¹⁰ The smallest Senate personal office typically has twice the number of staff as the maximum staffing levels authorized for House Member offices, which is typically higher than the actual level of staffing in personal offices in that chamber.

Sample Position Expectations for Selected Job Titles

Administrative Director

Office Administration and Support

Widely Expected Duties

Manage office administrative functions
Develop, implement, and monitor office budget
Oversee payroll
Onboard and offboard staff

Other Potential Duties

Serve as office emergency coordinator
Staff education and training
Manage front office, correspondence program
Liaison between office and Senate, legislative branch support agencies

Applicant Characteristics

Strong organizational skills
Detail oriented
Self-starter
Motivated

Applicant Skills

Strong interpersonal skills

Applicant Knowledge and Prior Experience

Previous congressional administrative experience
Experience managing people and processes

Other Expectations

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

Based on CRS analysis of 6 ads (0 House, 6 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Caseworker

Constituent Communications, Outreach, and Service

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
 Friendly, personable, pleasant
 Work independently
 Think broadly about potential 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

Based on CRS analysis of 28 ads (26 House, 2 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Caseworker/Field Representative

Constituent Communications, Outreach, and Service

Widely Expected Duties

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

Other Potential Duties

Staff Member at events, appearances
 Provide administrative assistance
 Answer phones

Applicant Characteristics

Energetic
 Outgoing
 Assertive
 Mature
 Motivated
 Sense of humor

Applicant 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

Based on CRS analysis of 11 ads (11 House, 0 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Chief of Staff

Staff Leadership

Widely Expected Duties

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

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

Based on CRS analysis of 15 ads (13 House, 2 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Other Potential Duties

Coordinate Member activities with congressional leadership, committee, and other offices
 Act as liaison between Member and constituents, the Administration, and external stakeholders
 Mentor staff
 Building, managing, and mentoring teams (Senate ads only)

Applicant Skills

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

Other Expectations

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

Communications Assistant

Media, Mass Communications Messaging, and Speeches

Widely Expected Duties

Media monitoring, press and video clippings
Draft, edit media advisories, press releases
Create social media content

Other Potential Duties

Draft Member talking points
Draft constituent mail
Manage press interns
Website management
Produce graphic and video content
Photography, shooting video

Applicant Characteristics

None stated

Applicant Skills

Multitasking Organized

Applicant Knowledge and Prior Experience

Up to four years press, digital, or communications experience
Previous congressional or campaign experience

Other Expectations

Strong written and verbal communications skills
Work environment typically described as high pressure, team-based, collaborative
Long hours, evening and weekend work
Bilingual, typically Spanish

Based on CRS analysis of 12 ads (11 House, 1 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

Communications, journalism, public relations
 On-the-record experience

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 Skills

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

Other Expectations

Strong written and verbal communications skills
 Knowledge of legislative process
 Media contacts
 Familiarity with computer software, e.g., 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

Based on CRS analysis of 76 ads (69 House, 7 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Communications Director, NEL

Media, Mass Communications Messaging, and Speeches

Widely Expected Duties

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

Other Potential Duties

Pitch stories

Applicant Characteristics

Creativity Strong political instincts
 Energetic, enthusiastic Sense of humor

Applicant Skills

Attention to detail, Balance multiple tasks
 accuracy
 Organized

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

Based on CRS analysis of 76 ads (73 House, 3 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding." "NEL" indicates the advertised positions on which the description is based were designated as "not entry level," or other signifier of presumptive advanced status.

Constituent Advocate

Constituent Communications, Outreach, and Service

Widely Expected Duties

Serve as liaison between constituents and federal agencies
Represent Member in district meetings and events
Identify local problems that might be solved by federal action
Outreach to stakeholder groups
Handle constituent casework involving up to 5 agencies

Other Potential Duties

Update Member and district director on local issues
Learn federal agency casework procedures
Process mail

Applicant Characteristics

Enthusiasm Sense of humor
Optimistic

Applicant Skills

Attention to detail Time management
Deal effectively with Exercise political
different personalities judgment

Applicant Knowledge and Prior Experience

Familiarity with federal agencies and programs
Previous casework, advocacy, legal, or social work experience
Customer service experience

Other Expectations

Strong written and verbal communications skills
Bilingual, typically Spanish
Access to car, driving
Ties to, or knowledge of, state or district

Based on CRS analysis of 7 ads (4 House, 3 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Constituent Services Representative

Constituent Communications, Outreach, and Service

Widely Expected Duties

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

Other Potential Duties

Plan and execute outreach events
Represent Member
Support Member events

Applicant Characteristics

Good political instincts Hard worker
Energetic Motivated
Self-starter Sense of humor
Adaptable

Applicant Skills

Discretion Attention to detail
Organized Reliability
Work well with others Work independently
Balance multiple tasks

Applicant Knowledge and Prior Experience

Casework, public service, customer service, 0-5 years
Bachelor's degree

Other Expectations

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

Based on CRS analysis of 23 ads (15 House, 8 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Correspondence Manager

Constituent Communications, Outreach, and Service

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 Can work independently
Highly organized Handle multiple tasks, projects

Applicant Knowledge and Prior Experience

Experience with correspondence management software (CMS) systems
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

Based on CRS analysis of 8 ads (1 House, 7 Senate) seeking congressional staff for the stated position, as described in “Categorizing and Coding.”

Counsel

Legislative, Policy, and Oversight

Widely Expected Duties

Follow issue portfolio of 3-9 policy areas
Develop and advance legislation
Monitor legislative developments
Advise on committee policy and oversight matters

Other Potential Duties

Supervise legislative correspondent
Advise on floor procedure
Draft memos and talking points
Advise on nominations (Senate only)
Provide guidance on internal office matters

Applicant Characteristics

Proactive Enthusiastic

Applicant Skills

Strategic thinking Can work within a team
Can work independently Manage multiple projects

Applicant Knowledge and Prior Experience

Experience advising a Member
Experience advancing policy proposals
Law degree generally required
0-5 years policy experience, various issues

Other Expectations

Strong written and verbal communications skills
Work environment typically described as high pressure, team-based, collaborative
Admission to a bar preferred
State ties or familiarity preferred, not required

Based on CRS analysis of 14 ads (1 House, 13 Senate) seeking congressional staff for the stated position, as described in “Categorizing and Coding.”

Deputy Communications Director

Media, Mass Communications, Messaging, and Speeches

Widely Expected Duties

Work with Communications Director to develop and implement strategic communications plans, messaging strategies
Assist in managing communications team
Drive a press narrative centered on Senator's message(s)

Other Potential Duties

Build, maintain relationships with media outlets
Draft quotes, op-eds, talking points, and other written materials
Prep Member for interviews
Coordinate press conferences, other media events
Build/strengthen Member's profile in state

Applicant Characteristics

Energetic Takes initiative

Applicant Skills

Attention to detail Deadline focused

Applicant Knowledge and Prior Experience

"Several" years of experience on Hill or in executive branch press environments
Knowledge of national press

Other Expectations

Strong written and verbal communications skills
State ties
Work outside standard business hours
Work environment typically described as high pressure, team-based, collaborative

Based on CRS analysis of 5 ads (0 House, 5 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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 Hard worker
Ambitious Willing to learn, add responsibilities

Applicant Skills

Attention to detail, accuracy Resourceful
Manage multiple tasks 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

Based on CRS analysis of 9 ads (0 House, 9 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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 Adaptable
 Motivated Sound judgement

Applicant Skills

Attention to detail Personable, courteous
 Highly organized Trustworthy
 Exercise discretion

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 14 ads (0 House, 14 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Deputy Scheduler/Assistant to Chief of Staff

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 Energetic
 Proactive Sound judgement, instincts

Applicant Skills

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

Applicant Knowledge and Prior Experience

Scheduling, 1-2 years

Other Expectations

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

Based on CRS analysis of 8 ads (0 House, 8 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Digital Director

Media, Mass Communications, Messaging, and Speeches

Widely Expected Duties

Manage office social media accounts
Create social media content, written, graphic, and video
Maintain office websites

Other Potential Duties

Plan and execute media events
Track and analyze various media platform metrics
Grow office social media audience

Applicant Characteristics

Energetic Sound judgement
Outgoing

Applicant Skills

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

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

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

Based on CRS analysis of 30 ads (5 House, 25 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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 Sound judgement
Poise

Applicant Skills

Work well with others Digital media skills
Attention to details Research skills
Design skills

Applicant Knowledge and Prior Experience

Experience with various social media platforms
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

Based on CRS analysis of 7 ads (5 House, 2 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

District Director

Office Administration and Support Constituent Communications, Outreach, and Service, 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 Enthusiastic, outgoing
Political instincts

Applicant Skills

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

Applicant Knowledge and Prior Experience

Management, supervisory experience
Strategic planning

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

Based on CRS analysis of 15 ads (15 House, 0 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

District Representative

See "Field, District, Outreach, or Regional Representative"

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 Adaptable
Good work ethic Patience
Energetic, outgoing Poise

Applicant Skills

Discretion Personable, friendly,
Detail oriented professional manner
Great organizational skills Flexibility
Able to prioritize

Applicant Knowledge and Prior Experience

Scheduling
Administrative, executive support

Other Expectations

Strong written and verbal communications skills
Knowledge of software, Correspondence Management
Systems packages
Knowledge of legislative process, calendar
Work environment typically described as high pressure,
team-based, collaborative

Based on CRS analysis of 9 ads (5 House, 4 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Executive Assistant/Scheduler

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	Assertive
Poise	Self-starter, proactive, take initiative
Sound political instincts, judgement	Adaptable, flexible
Patience	Hard worker

Applicant Skills

Friendly, personable, pleasant	Work well with others
Organized	Collaborative
Professional manner	Time-management skills
Work independently	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

Based on CRS analysis of 22 ads (22 House, 0 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Executive Assistant/Scheduler, NEL

Office Administration and Support

Widely Expected Duties

Coordinate and maintain Member's daily schedule
Make travel arrangements for Member
Maintain Member's calendar
Work closely with Chief of Staff

Other Potential Duties

Evaluate invitations to accept or decline
Maintain office records
Manage Member's correspondence

Applicant Characteristics

Professional manner	Sound political instincts, judgement
Friendly, personable, pleasant	Sense of humor

Applicant Skills

Organized	Detail oriented
Discretion	Manage multiple tasks

Applicant Knowledge and Prior Experience

Hill experience
At least 1 year of scheduling experience
Full-time executive assistant experience

Other Expectations

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

Based on CRS analysis of 9 ads (8 House, 1 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding." "NEL" indicates the advertised positions on which the description is based were designated as "not entry level," or other signifier of presumptive advanced status.

Field, District, Outreach, or Regional Representative

Constituent Communications, Outreach, and Service

Widely Expected Duties

Represent Member before constituents, local government, 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	Friendly, outgoing
Motivation	Patience
Strong work ethic	Sense of humor

Applicant Skills

Manage multiple tasks, projects	Discreet, tactful
Organizational skills	Learn quickly
Work independently	Public speaking
Problem-solving abilities	

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 and nights, weekends, holidays
 May supervise interns
 Awareness of issues of interest to the Member
 Ties to the state or district
 Driving the Member
 Work environment typically described as high pressure, team-based, collaborative

Based on CRS analysis of 34 ads (28 House, 6 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Legislative Aide

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
Handle 1-6 policy portfolios

Other Potential Duties

Oversee office mail program
Conduct research and analysis
Write policy memos, talking points

Applicant Characteristics

Energetic Hard working
Enthusiastic

Applicant Skills

Ability to prioritize Organizational skills
Attention to detail, Research skills
accuracy Manage tight deadlines
Balance multiple projects, tasks

Applicant Knowledge and Prior Experience

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

Other Expectations

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

Based on CRS analysis of 27 ads (15 House, 12 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Legislative Assistant

Legislative, Policy, and Oversight

Widely Expected Duties

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

Other Potential Duties

Monitor legislation in issue area(s)

Applicant Characteristics

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

Applicant Skills

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

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 used by office
Translate policy into accessible terms
Work environment typically described as high pressure, team-based, collaborative

Based on CRS analysis of 144 ads (103 House, 41 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Legislative Assistant, NEL

Legislative, Policy, and Oversight

Widely Expected Duties

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

Other Potential Duties

Draft constituent correspondence, hearing questions
 Advocate for legislation, policy priorities of Member
 Legislative research

Applicant Characteristics

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

Applicant Skills

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

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

Based on CRS analysis of 15 ads (11 House, 4 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding." "NEL" indicates the advertised positions on which the description is based were designated as "not entry level," or other signifier of presumptive advanced status.

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)

Applicant Characteristics

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

Applicant Skills

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

Applicant Knowledge and Prior Experience

Knowledge of House, Senate operations
Knowledge of correspondence management software (CMS)
Hill or other experience, up to 2 years

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

Based on CRS analysis of 81 ads (50 House, 31 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Legislative Correspondent/Staff Assistant

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 Sense of humor
Proactive, self-starter Patience

Applicant Skills

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

Applicant Knowledge and Prior Experience

Computer software used in office
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

Based on CRS analysis of 39 ads (38 House, 1 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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 Strong interpersonal skills
Balance multiple tasks, projects

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

Based on CRS analysis of 8 ads (6 House, 2 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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 Cooperative
Detail oriented Collaborative
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

Based on CRS analysis of 36 ads (36 House, 0 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Legislative Director, NEL

Legislative, Policy, and Oversight

Widely Expected Duties

Manage legislative team activity
Supervise legislative staff
Work with Member, Chief of Staff to develop legislative program
Support Member's committee activities

Other Potential Duties

Legislative portfolio of 1-5 issues

Applicant Characteristics

Proactive Good judgement

Applicant Skills

Attention to detail Ability to delegate
Leadership 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 or Senate legislative procedure, as appropriate
Demonstrated success at advancing policy initiatives
Advanced degree
State or district ties, connection
Work environment typically described as high pressure, team-based, collaborative

Based on CRS analysis of 15 ads (11 House, 4 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding." "NEL" indicates the advertised positions on which the description is based were designated as "not entry level," or other signifier of presumptive advanced status.

Legislative Director, Senate

Legislative, Policy, and Oversight Staff Leadership

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

Based on CRS analysis of 9 ads (0 House, 9 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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

Other Potential Duties

Represent Member in committee and agency settings
Track military acquisition programs

Applicant Characteristics

Self-directed
Strong ideas
Appropriate attitude

Applicant Skills

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

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 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

Based on CRS analysis of 18 ads (14 House, 4 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Office Manager

Office Administration and Support

Widely Expected Duties

Manage administrative functions of office
 Prepare, oversee, implement office budget
 Monitor office accounts
 Main point of contact for chamber, legislative branch support offices
 Point of contact with building management (state or district-based positions only)

Other Potential Duties

Represent Member
 Implement office handbook
 Serve as office emergency coordinator
 Supervise front office staff, interns
 Order supplies

Applicant Characteristics

None stated

Applicant Skills

Multitasking
 Prioritizing
 Strategic thinking

Applicant Knowledge and Prior Experience

Previous congressional administrative experience
 Previous management experience
 Casework experience

Other Expectations

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

Based on CRS analysis of 5 ads (1 House, 4 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Outreach Representative

See "Field, District, Outreach, or Regional Representative"

Press Assistant

Media, Mass Communications, Messaging, and Speeches

Widely Expected Duties

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

Other Potential Duties

Maintain Member website
 Video creation, production
 Draft talking points
 Maintain media lists
 Organize or support media events

Applicant Characteristics

Motivated Takes initiative
 Creative

Applicant Skills

Attention to detail Cooperative,
 Balance multiple tasks collaborative
 Quick learner

Applicant Knowledge and Prior Experience

Content design, audio, graphic, video
 Public relations, journalism
 Knowledge of chamber procedures, activities
 Software, graphic, and video production applications

Other Expectations

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

Based on CRS analysis of 28 ads (16 House, 12 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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 Sense of humor
 Takes initiative Motivated
 Hard worker

Applicant Skills

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

Applicant Knowledge and Prior Experience

Media, journalism, public relations roles, experience
 Hill experience
 Content design, audio, graphics, video

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
 Bilingual/language skills, typically Spanish
 Work environment typically described as high pressure, team-based, collaborative

Based on CRS analysis of 61 ads (49 House, 12 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Press Secretary/Digital Director

Media, Mass Communications, Messaging, and Speeches

Widely Expected Duties

Draft statements, releases, and other materials
Create social media content, written, graphic, and video
Manage office social media accounts and websites

Other Potential Duties

Plan and execute press conferences, media events
Manage media contact lists

Applicant Characteristics

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

Applicant Skills

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

Applicant Knowledge and Prior Experience

Communications
Media coordination
Experience with photography; creating audio, graphic,
and video content

Other Expectations

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

Based on CRS analysis of 9 ads (9 House, 0 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Press/Digital Assistant

Media, Mass Communications, Messaging, and Speeches

Widely Expected Duties

Develop and implement the office's digital and social media strategy
Craft and maintain social media content across platforms, and website content
Assist with drafting of press releases, advisories, talking points, op-eds, newsletters
Attend, assist with outreach events

Other Potential Duties

Compile daily media clips, written and video
Create, maintain press lists for state or district and DC
Maintain relations with reporters
Staff Member at media events
Shoot, edit video

Applicant Characteristics

Highly motivated Proactive
Creative Energetic

Applicant Skills

Detail oriented Comfort interacting with
Multitasking a wide range of people
Politically astute Communicate in a
friendly, accessible
manner

Applicant Knowledge and Prior Experience

Basic understanding of congressional processes
Photography, graphic design, and video editing experience
Hill or campaign experience

Other Expectations

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

Based on CRS analysis of 12 ads (11 House, 1 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Regional Director

Constituent Communications, Outreach, and Service

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

Other Potential Duties

Process constituent casework requests
 Travel throughout region, state
 Oversee work of junior regional staff

Applicant Characteristics

Enthusiastic	Adaptable
Outgoing	Creative ideas
Motivated	Self-starter

Applicant Skills

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

Applicant Knowledge and Prior Experience

State and local government
 Public policy issues
 Outreach
 Computer software used in office

Other Expectations

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

Based on CRS analysis of 9 ads (1 House, 8 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Regional Representative

See "Field, District, Outreach, or Regional Representative"

Scheduler

Office Administration and Support

Widely Expected Duties

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

Other Potential Duties

Hire and manage interns
Provide administrative support to Chief of Staff

Applicant Characteristics

Energetic Takes initiative
Sound political judgement Adaptability
Appropriate attitude

Applicant Skills

Accuracy, attention to details Friendly, outgoing
Highly organized Problem-solving abilities
Balance multiple tasks 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

Based on CRS analysis of 85 ads (75 House, 10 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Scheduler, NEL

Office Administration and Support

Widely Expected Duties

Collaboratively develop Member's schedule
Make Member travel arrangements
Handle Member's correspondence
Provide Member administrative support

Other Potential Duties

Coordinate DC schedule with district
Ensure Member has briefing materials
Maintain contacts database
Maintain office records

Applicant Characteristics

Excellent political instincts Proactive

Applicant Skills

Discretion, confidentiality Organizational skills
Close attention to detail 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

Based on CRS analysis of 26 ads (25 House, 1 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding." "NEL" indicates the advertised positions on which the description is based were designated as "not entry level," or other signifier of presumptive advanced status.

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 Member Representational Allowance and payroll
 Administer office finances, benefits, and procurement
 Work closely with the Chief of Staff and District Director to ensure effective office operations

Other Potential Duties

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

Applicant Characteristics

Appropriate attitude Sound political instincts
 Flexibility

Applicant Skills

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

Applicant Knowledge and Prior Experience

Hill experience
 Executive assistant
 Congressional scheduling
 Knowledge of House schedules, activities

Other Expectations

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

Based on CRS analysis of 17 ads (17 House, 0 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Scheduler/Staff Assistant

Office Administration and Support

Widely Expected Duties

Coordinate and maintain Member's schedule in DC, or district
 Manage Member travel logistics
 Answer telephone
 Greet visitors

Other Potential Duties

Conduct Capitol tours
 Administrative, project support
 Drive Member
 Supervise interns
 Process Member travel vouchers

Applicant Characteristics

Motivated Energetic
 Enthusiastic Personable

Applicant Skills

Organized Collaborative
 Detail oriented Exercise discretion
 Multitasking Independent thinking

Applicant Knowledge and Prior Experience

Database proficiency
 Prior Hill experience
 Knowledge of office, House administrative policies

Other Expectations

Strong written and verbal communications skills
 State ties
 Late night, early morning availability
 Spanish language proficiency
 Driver's license and car
 Work environment typically described as high pressure, team-based, collaborative

Based on CRS analysis of 7 ads (7 House, 0 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Scheduling Director

Office Administration and Support

Widely Expected Duties

Plan and execute Senator's daily schedule in DC, state
 Manage schedule invitations and correspondence
 Brief Senator re scheduling, travel
 Manage information flow between Senator and staff including logistics and briefing materials

Other Potential Duties

Provide administrative and staffing support to Senator
 Manage Deputy Scheduler
 Maintain Senator's personal files
 Support special events

Applicant Characteristics

None stated

Applicant Skills

Detail oriented Flexible
 Deadline oriented Sound political judgment
 Ability to prioritize Discretion

Applicant Knowledge and Prior Experience

3 or more years' experience scheduling

Other Expectations

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

Based on CRS analysis of 10 ads (0 House, 10 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

Senior Legislative Assistant

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 Sense of humor
Good political judgement, Thorough
instincts

Applicant Skills

Work well with others Organized
Work independently Attention to detail
Balance multiple tasks,
assignments

Applicant Knowledge and Prior Experience

“Significant” or “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

Based on CRS analysis of 25 ads (24 House, 1 Senate) seeking congressional staff for the stated position, as described in “Categorizing and Coding.”

Special Assistant

Office Administration and Support

Widely Expected Duties

Staff and drive Member
Handle Member’s personal and official correspondence
Work with office staff to provide necessary materials
to Member for events
Coordinate with scheduler, others regarding scheduling
and logistics

Other Potential Duties

Brief member on upcoming events
Support Administrative Director
Support correspondence program
Assist with office interns
Assist staff with recordkeeping and other administrative
tasks

Applicant Characteristics

Discreet Appropriate temperament
Proactive

Applicant Skills

Multitasking Prioritization of tasks
Problem solving Effectively interact with
staff, constituents

Applicant Knowledge and Prior Experience

Campaign or elected official support experience
Hill experience preferred
Experience with correspondence management systems
(CRM)

Other Expectations

Strong written and verbal communications skills
Spanish language proficiency
Interest in public service
Driver’s license; access to working car
State or district ties
Evening and weekend work
Work environment typically described as high pressure,
team-based, collaborative

Based on CRS analysis of 9 ads (4 House, 5 Senate) seeking congressional staff for the stated position, as described in “Categorizing and Coding.”

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 Skills

Strong writing and editing skills Attention to detail, accuracy
Can explain complex issues in an accessible, relatable manner Balance multiple tasks and projects

Applicant Knowledge and Prior Experience

Hill or campaign experience
Speechwriting

Other Expectations

Strong written and verbal communications skills
Adapt to Member's "voice"
Work environment typically described as high pressure, team-based, collaborative

Based on CRS analysis of 23 ads (3 House, 20 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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
May supervise interns

Applicant Characteristics

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

Applicant Skills

High degree of organization Interpersonal skills
Attention to detail Professional manner
Balance multiple tasks 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
Long hours
District or state ties
Work environment typically described as high pressure, team-based, collaborative

Based on CRS analysis of 188 ads (165 House, 23 Senate) seeking congressional staff for the stated position, as described in "Categorizing and Coding."

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/media clippings
Draft correspondence

Applicant Characteristics

Motivated Energetic
Sense of humor Adaptable

Applicant Skills

Attention to detail Dependable
Balance multiple tasks, Good organizational skills
activities

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

Based on CRS analysis of 9 ads (3 House, 6 Senate) seeking congressional staff for the stated position, as described in “Categorizing and Coding.”

Staff Assistant/Press Assistant

Media, Mass Communications, Messaging, and Speeches Constituent Communications, Outreach, and Service Office Administration and Support

Widely Expected Duties

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

Other Potential Duties

Compile press/media clips
Assist Communications Director with press releases, inquiries

Applicant Characteristics

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

Applicant Skills

Balance multiple Digital media
assignments Handle stress
Detail oriented

Applicant Knowledge and Prior Experience

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

Other Expectations

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

Based on CRS analysis of 10 ads (9 House, 1 Senate) seeking congressional staff for the stated position, as described in “Categorizing and Coding.”

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