

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

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The House of Representatives and Senate Explained

Congressional Procedure

A Practical Guide to the Legislative Process in the U.S. Congress

Richard A. Arenberg

Foreword by Alan S. Frumin

 **TheCapitolNet**



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R. Eric Petersen
Specialist in American
National Government

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

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

Caseworker	District, Field, or Regional Representative	Press Secretary
Caseworker/Field Representative	Executive Assistant	Press Secretary/Digital Director
Chief Of Staff	Executive Assistant/Scheduler	Regional Director
Communications Director	Legislative Aide	Scheduler
Constituent Service Representative	Legislative Assistant	Scheduler/Office Manager
Correspondence Manager	Legislative Correspondent	Senior Legislative Assistant
Deputy Press Secretary	Legislative Correspondent/Press Assistant	Speechwriter
Deputy Scheduler	Legislative Correspondent/Staff Assistant	Staff Assistant
Deputy Scheduler/ Assistant to Chief of Staff	Legislative Counsel	Staff Assistant/Driver
Digital Director	Legislative Director	Staff Assistant/Press Assistant
Digital Director/Press Assistant	Military Legislative Assistant	Systems Administrator
District Director	Press Assistant	

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

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

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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,¹ groups,² and individuals,³ including those who raise concerns about congressional operations. Most observers recognize that Congress does not function without staff,⁴ but there is little⁵ 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.⁶ It is arguably the case that within Member offices, a common group of activities is executed for which staff with relevant skillsets and other qualifications are necessary. A body of publicly available job advertisements for staff positions from a number of different offices can shed light on the expectations Members have for position duties, as well as staff skills, characteristics, experience, and other needs.

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

¹ U.S. House of Representatives, Chief Administrative Officer, *2019 House of Representatives Compensation and Diversity Study Report: House Overall Results*, 2019, at https://www.house.gov/sites/default/files/uploads/documents/2019_house_compdiversitystudy_executivesummary.pdf.

² See Democracy Fund, “Principled Leadership & Effective Governance,” <https://www.democracyfund.org/priorities>; and William and Flora Hewlett Foundation, “Madison Initiative,” <https://hewlett.org/strategy/madison-initiative/>.

³ Alexander C. Furnas, “Legislative staff are spending an increasing amount of time on constituent services,” LegBranch, April 11, 2018, <https://www.legbranch.org/2018-4-11-legislative-staff-are-spending-an-increasing-amount-of-time-on-constituent-services/>; Jacob M. Montgomery and Brendan Nyhan, “The Effects of Congressional Staff Networks,” *Journal of Politics*, vol. 79, no. 3 (July 2017), pp. 745-761; Brian Alexander, “A framework for congressional staffing: a few thoughts from management consulting,” LegBranch, June 28, 2016, <https://www.legbranch.org/2016-6-28-a-framework-for-congressional-staffing-a-few-thoughts-from-management-consulting/>; and Anthony J. Madonna and Ian Ostrander, “Getting the Congress You Pay For: Legislative Staffing and Organizational Capacity,” Paper prepared for presentation at the Annual Meeting of the American Political Science Association, Washington, DC, August 28-September 1, 2014.

⁴ See, e.g., Josh McCrain, “Convincing evidence that congressional staff do, in fact, matter,” LegBranch, January 23, 2018, <https://www.legbranch.org/2018-1-16-convincing-evidence-that-congressional-staff-do-in-fact-matter/>; David E. Price, *The Congressional Experience*, 3rd ed. (Cambridge, MA: Westview Press, 2004), pp. 66-69; and Michael J. Malbin, *Unelected Representatives: Congressional Staff and the Future of Representative Government* (New York: Basic Books, Inc., 1980), pp. 3-7.

⁵ See Jesse M. Crosson, Alexander Furnas, and Timothy LaPira, *Congress and Its Experts, Dataset Codebook*, electronic dataset, University of Michigan, https://jessemcrosson.com.files.wordpress.com/2018/02/staff_data_codebook.pdf.

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 March 2021.
- 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 March 2021.
- 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 2017 and what appears to be its most recent posting in November 2020. Other ads were collected from the period between approximately December 2014 and January 2017 from the House GOP Job Bank 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 parts of his tenures as House majority leader and as House minority whip.¹⁰ Data were collected from ads posted between approximately December 2020 and March 2021, and January 2016 and December 2017.

Categorizing and Coding Job Advertisements

More than 1,950 ads were collected from all sources. While they represent a substantial number of ads posted by the sources consulted, these ads do not represent an exhaustive collection of public congressional employment solicitations. Duplicate ads resulting from posts to more than one source, and ads that appear to have been frequently reposted,¹¹ were removed, as were ads for positions in congressional settings other than personal offices,¹² yielding 931 ads for positions in Member personal offices. Substantially similar position titles (e.g., deputy scheduler and state deputy scheduler) for which there were five or more ads were identified and grouped together, as were related job titles (e.g., positions designated as district, field, or regional representative that had essentially similar job duties and expectations) for which there were five or more substantially similar ads, yielding a total of 763 ads. Ads for the 35 identified position titles were further categorized if there were five or more ads that specified the advertised position as “not

⁷ See U.S. House of Representatives, “Employment Information,” at <https://www.house.gov/employment>.

⁸ See U.S. Senate, “Employment Bulletin,” at <https://www.senate.gov/employment/po/positions.htm>.

⁹ See “House GOP Job and Resume Bank” at <https://www.facebook.com/GopJobBank/>.

¹⁰ Rep. Hoyer continues to host a job announcements board at <https://www.majorityleader.gov/jobs>.

¹¹ Frequently reposted ads include those that appeared in sequential editions of the House Employment Bulletin, and ads for the same position posted by identifiable offices more than once over a period of six months.

¹² Other congressional settings for which ads were collected include committee, leadership, officer, official, shared Member and committee, party conferences and caucuses, and House congressional member organizations.

entry level” or other signifier of presumptive advanced status. The 763 ads were coded against a variety of variables within eight categories, including ad tracking information; ad details; position responsibilities and responsibility areas; expected job skills, qualifications, and credentials; application materials; and office type.¹³ The distribution of ads by job title and level is provided in **Table 1**.

Solicitations of applicants for congressional staff appear to originate in a highly decentralized manner. Means of identifying appropriate candidates might potentially include reassigning staff within offices, placing ads in services that make them available by subscription,¹⁴ word of mouth, and other nonpublic means of identifying potential applicants for congressional staff positions. Consequently, it cannot be determined whether the dataset of ads analyzed in this report is representative of all congressional employment solicitations. In addition, the process by which candidates for some Member office senior staff positions¹⁵ are identified may not be public-facing.

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

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

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

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

¹³ A codebook and detailed explanation of the coding process are available to congressional offices upon request.

¹⁴ See, for example, Daybook, <https://www.daybook.com/listings>, or Indeed.com, <https://www.indeed.com/q-Congressional-Assistant-I-Washington,-DC-jobs.html>, among others.

¹⁵ For example, the ad sources used did not contain analyzable numbers of ads for Administrative Director or State Director positions in the Senate.

Legislative Series

Legislative Drafter's Deskbook *A Practical Guide*

By Tobias A. Dorsey

Concluding Observations

Categorizing congressional staff positions by position title¹⁶ relies on an assumption that similarly titled positions in House and Senate personal offices carry out the same tasks under essentially similar circumstances. The sample position descriptions provided in this report might provide some insight into Member expectations of staff in their personal offices. At the same time, some of the findings might suggest that tasks and duties are aggregated in diverse ways within some similarly titled positions. This may be due to operational differences among offices seeking staff, or differences in the expectations of an employee in that position.¹⁷ Some other titles suggest that congressional employing offices might assign a number of titles to substantially similar groups of position expectations, duties, knowledge and skills.¹⁸ 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.¹⁹

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

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

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

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

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

Table I. Distribution of Job Advertisements Analyzed, by Category and Chamber

Legislative, Policy, and Oversight				Media, Messaging, and Speeches			
	Ads	H	S		Ads	H	S
Legislative Aide	12	6	6	Communications Director	54	50	4
Legislative Assistant (LA)	107	77	30	Communications Director "Senior Level," "Not Entry Level"	18	18	0
LA, "Not Entry Level"	26	20	6	Deputy Press Secretary	8	0	8
Legislative Counsel	6	4	2	Digital Director/Press Assistant	5	3	2
Legislative Director (LD), House	24	24	0	Digital Director	12	2	10
LD, "Senior Level," "Not Entry Level"	6	6	0	Press Assistant	18	10	8
LD, Senate	5	0	5	Press Secretary	37	31	6
Military Legislative Assistant (MLA)	12	9	3	Press Secretary/Digital Director	5	5	0
Senior Legislative Assistant (SLA)	13	12	1	Speechwriter	10	0	10
Legislative Correspondent (LC)	54	34	20	LC/Press Assistant	7	7	0
LC/Press Assistant	7	7	0	Staff Assistant/Press Assistant	5	5	0
LC/Staff Assistant	15	14	1				
Constituent Communications, Outreach, and Service				Office Administration and Support			
	Ads	H	S		Ads	H	S
Caseworker	12	10	2	Deputy Scheduler	7	0	7
Caseworker/Field Representative	8	8	0	Deputy Scheduler/ Assistant to Chief of Staff	7	0	7
Constituent Services Representative	6	5	1	Executive Assistant	7	5	2
Correspondence Manager	11	0	11	Executive Assistant/Scheduler	15	14	1
District Director	7	7	0	Executive Assistant/Scheduler "Not Entry Level"	9	9	0
Field, District, or Regional Representative	14	11	3	Scheduler	48	42	6
Regional Director	5	0	5	Scheduler, "Not Entry Level"	8	7	1
LC	54	34	20	Scheduler/Office Manager	11	11	0
LC/Staff Assistant	15	14	1	Staff Assistant/Driver	7	3	4
Staff Assistant	84	67	16	Systems Administrator	10	0	10
Staff Assistant/Press Assistant	5	5	0	LC/Staff Assistant	15	14	1
				Staff Assistant	84	67	16
				Staff Assistant/Press Assistant	5	5	0
Staff Leadership							
	Ads	H	S		Ads	H	S
Chief of Staff	10	8	2	LD, Senate	5	0	5

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

Table 2. Acronyms Used in This Report

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

Source: CRS.

Sample Position Expectations

Caseworker²⁰

**Constituent Communications, Outreach,
and Service**

Ads

12 (10 House, 2 Senate)

Widely Expected Duties

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

Other Potential Duties

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

Applicant Characteristics

Patience
Motivation
Sense of humor

Applicant Skills

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

Applicant Knowledge and Prior Experience

Casework
Experience related to casework type (immigration, tax, financial sector, healthcare, military, veterans' issues, etc.)
Federal, state, or local government

Other Expectations

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

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

Caseworker/Field Representative²¹

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

Applicant Characteristics

Energetic
Outgoing
Assertive
Mature
Motivated
Sense of humor

Applicant Knowledge and Prior Experience

State, local, and national government, agencies
Event planning
Social work

Ads

8 (8 House, 0 Senate)

Other Potential Duties

Staff Member at events, appearances
Provide administrative assistance
Answer phones

Applicant Skills

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

Other Expectations

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

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

Chief of Staff²²

Staff Leadership

Widely Expected Duties

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

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

Ads

10 (8 House, 2 Senate)

Other Potential Duties

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

Applicant Skills

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

Other Expectations

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

²² Based on CRS analysis of selected advertisements seeking congressional staff, as described in "Categorizing and Coding Job Advertisements."

Communications Director²³

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
Creativity
Sense of humor
Energetic, enthusiastic
Hard worker

Applicant Knowledge and Prior Experience

Communications, journalism, public relations

Ads

54 (50 House, 4 Senate)

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

Other Expectations

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

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

Communications Director, “Senior Level” or “Not Entry Level”²⁴

Media, Mass Communications Messaging, and Speeches

Ads

18 (18 House, 0 Senate)

Widely Expected Duties

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

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

Other Potential Duties

Pitch stories

Applicant Skills

Attention to detail, accuracy
Organized
Balance multiple tasks

Other Expectations

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

²⁴ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Constituent Services Representative²⁵

Constituent Communications, Outreach, and Service

Ads

6 (5 House, 1 Senate)

Widely Expected Duties

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

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

Other Potential Duties

Plan and execute outreach events
Represent Member
Support Member events

Applicant Skills

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

Other Expectations

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

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

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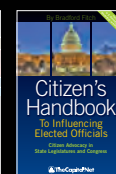
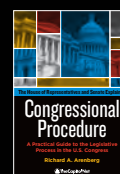
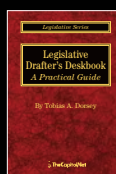


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Correspondence Manager²⁶

**Constituent Communications,
Outreach, and Service**

Ads

11 (0 House, 11 Senate)

Widely Expected Duties

Coordinate with office leadership, LCs to produce, deliver substantive, timely written responses to constituent inquiries

Draft, edit outgoing correspondence

Oversee drafting and approval of condolence and congratulatory letters

Applicant Characteristics

Proactive, takes initiative

Applicant Knowledge and Prior Experience

Experience with constituent management software (CMS) systems, e.g., IQ, InterTrac, VOICE, etc.

Hill correspondence experience, up to 3 years

Computer skills

Other Potential Duties

Provide CMS reports, system maintenance

Train interns, LCs, and Staff Assistants in correspondence processes

Manage constituent contact lists

Maintain correspondence records

Applicant Skills

Time management skills

Highly organized

Ability to work independently

Handle multiple tasks, projects

Other Expectations

Strong written and verbal communications skills

Demonstrated ability to use technology to streamline administrative processes

Generally a position for experienced staff

“Self-described perfectionists are strongly encouraged to apply.”

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

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

Deputy Press Secretary²⁷

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

Ads

8 (0 House, 8 Senate)

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

Applicant Characteristics

Motivated
Ambitious
Hard worker
Willing to learn, add responsibilities

Applicant Knowledge and Prior Experience

Work with office productivity software, social media platforms
Communications, media, 2-5 years
Campaign media experience

Other Potential Duties

Maintain office website
Staff Senator at events
Compile press clips and media mentions
Compile, maintain media contact lists

Applicant Skills

Accuracy, attention to detail
Manage multiple tasks
Resourceful
Operate quickly, efficiently

Other Expectations

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

²⁷ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Deputy Scheduler²⁸

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

Applicant Characteristics

Energetic
Motivated
Adaptable
Sound judgement

Applicant Knowledge and Prior Experience

Hill experience preferred
Knowledge of Senate operations, schedules

Ads

7 (0 House, 7 Senate)

Other Potential Duties

Greet Senator's meeting attendees
Maintain historical record of Senator's schedule
Schedule rooms, facilities
Organize constituent events

Applicant Skills

Attention to detail
Highly organized
Exercise discretion
Personable, courteous
Trustworthy

Other Expectations

Strong written and verbal communications skills
Flexible hours
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."

Deputy Scheduler/Assistant to Chief of Staff²⁹

Office Administration and Support		Ads
		7 (0 House, 7 Senate)
Widely Expected Duties		Other Potential Duties
Provide administrative and staffing support to Scheduler		Handle Chief of Staff correspondence
Plan, maintain Chief of Staff's calendar		Prepare correspondence for signature
Drive Senator on occasion		Provide executive secretarial support
Organize, vet, respond to invitations		
Facilitate projects of the Senator or office		
Applicant Characteristics		Applicant Skills
Adaptable		Detail oriented, thorough
Proactive		Highly organized
Energetic		Strong sense of discretion
Sound judgement, instincts		Personable, pleasant, courteous
		Balance multiple tasks, projects
Applicant Knowledge and Prior Experience		Other Expectations
Scheduling, 1-2 years		Strong written and verbal communications skills
		Maintain confidentiality
		Ability to exercise discretion at all times
		Own an American-made car
		State ties
		Work environment typically described as high pressure, team-based, collaborative

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

Digital Director/Press Assistant³⁰

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

Applicant Characteristics

Creative
Poise
Sound judgement

Applicant Knowledge and Prior Experience

Experience with various social media platforms, HTML
Knowledge of chamber operations, procedures
Experience designing audio, graphic, video content

Ads

5 (3 House, 2 Senate)

Other Potential Duties

Compile daily news clips
Monitor social media data, analytics

Applicant Skills

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

Other Expectations

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

³⁰ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Digital Director³¹

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

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

Ads

12 (2 House, 10 Senate)

Other Potential Duties

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

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

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

District Director³²

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

Applicant Characteristics

Strong work ethic
Political instincts
Enthusiastic, outgoing

Applicant Knowledge and Prior Experience

Management, supervisory experience
Strategic planning

Ads

7 (7 House, 0 Senate)

Other Potential Duties

Oversee district office budget
Manage Member schedule with district scheduler

Applicant Skills

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

Other Expectations

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

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

Executive Assistant³³

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

Applicant Characteristics

Assertive
Good work ethic
Energetic, outgoing
Adaptable
Patience
Poise

Applicant Knowledge and Prior Experience

Scheduling
Administrative, executive support

Ads

7 (5 House, 2 Senate)

Other Potential Duties

Staff or drive Member
Assist Scheduler with meeting, event invitations
Coordinate meetings travel, training, events

Applicant Skills

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

Other Expectations

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

³³ Based on CRS analysis of selected advertisements seeking congressional staff, as described in "Categorizing and Coding Job Advertisements."

Executive Assistant/Scheduler³⁴

Office Administration and Support	
Widely Expected Duties	Ads
Coordinate and maintain Member's daily schedule	15 (14 House, 1 Senate)
Greet constituents and other visitors	Other Potential Duties
Maintain Member's calendar	Assist in managing office budget
Monitor daily and longer-term office schedules	Compile briefing materials
Perform office management duties	Drive the Member—have access to a car
Recommend invitations to accept or decline	Make travel arrangements for Member, other staff
Applicant Characteristics	Staff the Member during the work day
Energetic, enthusiastic	Write recommendations and other correspondence
Poise	Applicant Skills
Sound political instincts, judgement	Interpersonal skills, friendly, personable, pleasant
Patience	Organized
Assertive	Professional manner
Self-starter, proactive, take initiative	Work independently
Adaptable, flexible	Work well with others, collaboratively, cooperatively
Hard Worker	Time management skills
Applicant Knowledge and Prior Experience	Attention to detail
None stated	Other Expectations
	Strong written and verbal communications skills
	Work environment typically described as high pressure, team-based, collaborative

³⁴ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Executive Assistant/Scheduler, “Not Entry Level”³⁵

Office Administration and Support		Ads
		9 (9 House, 0 Senate)
Widely Expected Duties		Other Potential Duties
Coordinate and maintain Member's daily schedule		Evaluate invitations to accept or decline
Make travel arrangements for Member		Maintain office records
Maintain Member's calendar		Manage Member's correspondence
Applicant Characteristics		Applicant Skills
Professional manner		Organized
Interpersonal Skills, friendly, personable, pleasant		Discretion
Sound political instincts, judgement		Detail oriented
Sense of humor		Manage multiple tasks
Applicant Knowledge and Prior Experience		Other Expectations
Hill experience		Strong written and verbal communications skills
At least 1 year of scheduling experience		State or district ties
Full-time executive assistant experience		Work environment typically described as high pressure, team-based, collaborative

³⁵ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Pocket Constitution



The Declaration of Independence
The Constitution of the United States
The Bill of Rights
Amendments XI–XXVII
Gettysburg Address



TheCapitolNet

TCNFPC.com

Field, District, or Regional Representative³⁶

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

Applicant Characteristics

Flexibility
Motivation
Strong work ethic
Friendly, outgoing
Patience
Sense of humor

Applicant Knowledge and Prior Experience

Knowledge of jurisdiction (state, region, district)
Knowledge of congressional practices, operations
Advocacy, community development, nonprofit, or government work

Ads

14 (11 House, 3 Senate)

Other Potential Duties

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

Applicant Skills

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

Other Expectations

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

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

Legislative Aide³⁷

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

Applicant Characteristics

Energetic
Enthusiastic

Applicant Knowledge and Prior Experience

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

Ads

12 (6 House, 6 Senate)

Other Potential Duties

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

Applicant Skills

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

Other Expectations

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

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

Legislative Assistant³⁸

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

Applicant Characteristics

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

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

Ads

107 (77 House, 30 Senate)

Other Potential Duties

Monitor legislation in issue area(s)

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

Other Expectations

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

³⁸ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Legislative Assistant, “Not Entry Level”³⁹

Legislative, Policy, and Oversight

Ads

26 (20 House, 6 Senate)

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

Applicant Skills

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

Applicant Knowledge and Prior Experience

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

Other Expectations

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

³⁹ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Legislative Correspondent⁴⁰

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

Knowledge of House, Senate operations
Knowledge of CMS
Hill or other experience, up to 1 year

Ads

54 (34 House, 20 Senate)

Other Potential Duties

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

Applicant Skills

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

Other Expectations

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

⁴⁰ Based on CRS analysis of selected advertisements seeking congressional staff, as described in "Categorizing and Coding Job Advertisements."

Legislative Correspondent/Press Assistant⁴¹

Legislative, Policy, and Oversight

Media, Mass Communications, Messaging, and Speeches

Widely Expected Duties

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

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

Ads

7 (7 House, 0 Senate)

Other Potential Duties

None stated

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

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

Legislative Correspondent/Staff Assistant⁴²

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

Computer software, MS, CMS
Congressional operations, legislative process

Other Potential Duties

Train and supervise interns

Applicant Skills

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

Other Expectations

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

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

Legislative Counsel⁴³

Legislative, Policy, and Oversight

Widely Expected Duties

Handle policy portfolio of 2-11 issues
Plan, execute legislative strategy
Support staff Member's committee activities, preparation

Applicant Characteristics

None stated

Applicant Knowledge and Prior Experience

House, Senate operations, committee functions
Law, legal research
Congressional investigations

Ads

6 (4 House, 2 Senate)

Other Potential Duties

Write memos, speeches, and talking points
Monitor legislative activity
Support communications team, district office

Applicant Skills

Conceptual, analytic thinking
Balance multiple tasks, projects
Strong interpersonal skills

Other Expectations

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

⁴³ Based on CRS analysis of selected advertisements seeking congressional staff, as described in "Categorizing and Coding Job Advertisements."

Legislative Director, House⁴⁴

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

Applicant Characteristics

Sound political judgement
Takes initiative

Applicant Knowledge and Prior Experience

Work as LD or LA
Management or supervisor experiences
Work in public policy, various fields, issues

Ads

24 (24 House, 0 Senate)

Other Potential Duties

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

Applicant Skills

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

Other Expectations

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

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

Legislative Director “Senior Level,” or “Not Entry Level”⁴⁵

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

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

Ads

6 (6 House, 0 Senate)

Other Potential Duties

Legislative portfolio of 1-5 issues

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

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

Legislative Director, Senate⁴⁶

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

Applicant Characteristics

Sound political judgement

Applicant Knowledge and Prior Experience

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

Ads

5 (0 House, 5 Senate)

Other Potential Duties

Mentor staff

Applicant Skills

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

Other Expectations

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

⁴⁶ Based on CRS analysis of selected advertisements seeking congressional staff, as described in "Categorizing and Coding Job Advertisements."

Military Legislative Assistant⁴⁷

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

Ads

12 (9 House, 3 Senate)

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

⁴⁷ Based on CRS analysis of selected advertisements seeking congressional staff, as described in "Categorizing and Coding Job Advertisements."



GOVERNMENT SERIES

The Federal Budget Process

A Description of the Federal and Congressional Budget Processes, Including Timelines



TheCapitolNet

Press Assistant⁴⁸

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

Applicant Characteristics

Motivated
Creative
Takes initiative

Applicant Knowledge and Prior Experience

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

Ads

18 (10 House, 8 Senate)

Other Potential Duties

Maintain media lists
Organize or support media events

Applicant Skills

Attention to detail
Balance multiple tasks
Cooperative, collaborative
Operate quickly

Other Expectations

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

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

Press Secretary⁴⁹

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

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

Ads

37 (31 House, 6 Senate)

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 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

⁴⁹ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Press Secretary/Digital Director⁵⁰

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

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

Ads

5 (5 House, 0 Senate)

Other Potential Duties

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

Applicant Skills

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

Other Expectations

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

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

Regional Director⁵¹

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

Applicant Characteristics

Enthusiastic
Outgoing
Motivated
Adaptable
Creative ideas
Self-starter

Applicant Knowledge and Prior Experience

State and local government
Public policy issues
Outreach
MS applications, CMS

Ads

5 (0 House, 5 Senate)

Other Potential Duties

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

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

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

Scheduler⁵²

Office Administration and Support		Ads
		48 (42 House, 6 Senate)
Widely Expected Duties		Other Potential Duties
Oversee Member's schedule in DC and state/district		Hire and manage interns
Schedule, coordinate Member and staff travel, lodging		Provide administrative support to Chief of Staff
Organize and track invitations		
Drive Member to and from events		
Provide administrative support to Member		
Applicant Characteristics		Applicant Skills
Energetic		Accuracy, attention to details
Sound political judgement		Highly organized
Appropriate attitude		Able to balance multiple tasks
Takes initiative		Friendly, outgoing
Adaptability		Problem-solving abilities
		Work well with others
Applicant Knowledge and Prior Experience		Other Expectations
Work as Scheduler or Executive Assistant		Strong written and verbal communications skills
House or Senate operations, procedures		On-call availability after working hours
		May supervise junior operations staff (Senate)
		Travel between Washington, DC, and state or district
		Work environment typically described as high pressure, team-based, collaborative

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

Scheduler, “Not Entry Level”⁵³

Office Administration and Support		Ads
		8 (7 House, 1 Senate)
Widely Expected Duties		Other Potential Duties
Collaboratively develop Member’s schedule		Coordinate DC schedule with district
Make Member travel arrangements		Ensure Member has briefing materials
Handle Member’s correspondence		Maintain contacts database
Provide Member administrative support		Maintain office records
Applicant Characteristics		Applicant Skills
Excellent political instincts		Discretion, maintain confidentiality
Proactive		Close attention to detail
		Organizational skills
		Work well with others
Applicant Knowledge and Prior Experience		Other Expectations
Work as congressional scheduler, 1-2 years		Strong written and verbal communications skills
		Flexible schedule
		Work environment typically described as high pressure, team-based, collaborative

⁵³ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Scheduler/Office Manager⁵⁴

Office Administration and Support

Widely Expected Duties

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

Applicant Characteristics

Appropriate attitude
Flexibility
Sound political instincts

Applicant Knowledge and Prior Experience

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

Ads

11 (11 House, 0 Senate)

Other Potential Duties

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

Applicant Skills

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

Other Expectations

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

⁵⁴ Based on CRS analysis of selected advertisements seeking congressional staff, as described in "Categorizing and Coding Job Advertisements."

Useful Links

Congress by the Numbers

CongressByTheNumbers.com

Leadership of Congress

CongressLeaders.com

Congressional Schedule

CongressSchedules.com

Congress Seating Charts

CongressSeating.com

Terms and Sessions of Congress

TermsofCongress.com

Senate Classes: Terms of Service

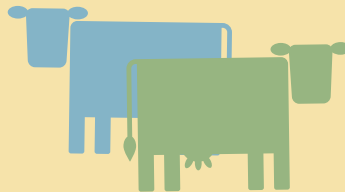
SenateClasses.com

Congressional Glossary

CongressionalGlossary.com

You have 2 cows

YouHave2Cows.com



Senior Legislative Assistant⁵⁵

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

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

Ads

13 (12 House, 1 Senate)

Other Potential Duties

Build or expand Member policy priorities
Represent Member in congressional and public settings

Applicant Skills

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

Other Expectations

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

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

Speechwriter⁵⁶

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

Applicant Characteristics

Creative
Hard worker

Applicant Knowledge and Prior Experience

Hill or campaign experience
Speechwriting

Ads

10 (0 House, 10 Senate)

Other Potential Duties

Manage social media accounts

Applicant Skills

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

Other Expectations

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

⁵⁶ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Staff Assistant⁵⁷

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

Applicant Characteristics

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

Applicant Knowledge and Prior Experience

Knowledge of congressional schedules, operations
Computer skills, experiences
Hill internship

Ads

84 (67 House, 17 Senate)

Other Potential Duties

Drive Member to events, activities
Draft grant or commemorative letters

Applicant Skills

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

Other Expectations

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

⁵⁷ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Staff Assistant/Driver⁵⁸

Office Administration and Support		Ads
		7 (3 House, 4 Senate)
Widely Expected Duties		Other Potential Duties
Drive Member to and from meetings and events		Assist with press operation
Provide office support, answer phones, give tours, greet visitors, process flag requests		Compile press clippings
		Draft correspondence
Applicant Characteristics		Applicant Skills
Motivated		Attention to detail
Sense of humor		Balance multiple tasks, activities
Energetic		Dependable
Adaptable		Good organizational skills
Applicant Knowledge and Prior Experience		Other Expectations
None stated		Strong written and verbal communications skills
		May be based in Washington, DC, state, or district
		“A spotless driving record”
		Long, irregular, unscheduled hours
		Appears to be an entry-level position
		Work environment typically described as high pressure, team-based, collaborative

⁵⁸ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Staff Assistant/Press Assistant⁵⁹

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

**Constituent Communications,
Outreach, and Service**

Office Administration and Support

Ads

5 (5 House, 0 Senate)

Widely Expected Duties

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

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

Other Potential Duties

Compile press clips
Assist Communications Director with press releases, inquiries

Applicant Skills

Balance multiple assignments
Detail oriented
Digital media
Handle stress

Other Expectations

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

⁵⁹ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Systems Administrator⁶⁰

Office Administration and Support		Ads
		10 (0 House, 10 Senate)
Widely Expected Duties		Other Potential Duties
Update, maintain DC and state office computer systems		Update office IT policies and procedures
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		
Applicant Characteristics		Applicant Skills
Motivated		Highly organized
Takes initiative		Good interpersonal skills
Patience		Attention to detail
		Able to balance multiple tasks, projects
		Analytic thinking
Applicant Knowledge and Prior Experience		Other Expectations
Work with office productivity software, CMS		Strong written and verbal communications skills
Understanding of Senate IT assets, processes, policies		Work environment typically described as high pressure, team-based, collaborative
Systems administrator, 0-5 years		

⁶⁰ Based on CRS analysis of selected advertisements seeking congressional staff, as described in “Categorizing and Coding Job Advertisements.”

Author Information

R. Eric Petersen
Specialist in American National Government

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