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

March 10, 2020

Congressional Research Service
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R46262

CRS REPORT
Prepared for Members and
Committees of Congress

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SUMMARY

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March 10, 2020

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

The roles, duties, and activities of congressional staff are matters of ongoing interest to Members of Congress, congressional staff, and observers of Congress. Members of the House and Senate establish their own employment policies and practices for their personal offices. It is arguably the case that within Member offices, a common group of activities is executed for which staff are necessary. Accordingly, a group of job advertisements for those positions from a number of different offices can shed light on the expectations Members have for position duties, as well as staff skills, characteristics, experience, and other expectations. This report provides a set of 39 widely expected job duties, applicant skills, characteristics, prior experiences, and other expectations based on a sample of ads placed by Members of Congress between approximately December 2014 and September 2019 seeking staff in their offices for 33 position titles:

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

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

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Congressional employees are retained to perform public duties that include assisting Members in official responsibilities in personal, committee, leadership, or administrative office settings. The roles, duties, and activities of congressional staff are matters of ongoing interest to Members of Congress, congressional staff,[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 little[5] 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 expectations.

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

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[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://jessemcrossoncom.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 September 2019.
- The Employment Bulletin, published online by the Senate "as a service to Senate offices choosing to advertise staff vacancies."[8] Data were collected from ads, which were not dated, appearing from approximately July 2016 to July 2019.
- The House GOP Job and Resume Bank, which posts ads on behalf of the House Republican Conference on Facebook.[9] Ads were collected between approximately January and June 2017. Other ads were collected from the period between approximately December 2014 and January 2017 from the House GOP Job Bank web page on the website of Representative Virginia Foxx during part of her tenure as the House Republican Conference Secretary.
- The Job Announcements Board hosted by Representative Steny Hoyer during part of his tenure as House Minority Whip.[10] Data were collected from ads posted between approximately January 2016 and December 2017.

Categorizing and Coding Job Advertisements

More than 1,800 ads were collected from all sources. Duplicate ads resulting from posts to more than one source, and ads that appear to have been frequently reposted,[11] were removed, as were ads for positions in congressional settings other than personal offices,[12] yielding 880 ads for positions in Member personal offices. Substantially similar position titles (e.g., deputy scheduler and state deputy scheduler) for which there were five or more ads were identified and grouped together, as were related job titles (e.g., positions designated as district, field, or regional representative that had essentially similar job duties and expectations) for which there were five or more substantially similar ads, yielding a total of 704 ads. Ads for the 33 identified position titles were further categorized if there were five[13] or more ads that specified the advertised position as "not entry level" or other signifier of presumptive advanced status. The 704 ads were

[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, and caucus.

[13] An exception is Legislative Director in the Senate, for which four ads were identified, and which was included due to significant differences in position expectations from the descriptions developed for Legislative Director in the House and Legislative Director, "Senior Level" or "Not Entry Level."

coded against a variety of variables within eight categories, including ad tracking information; ad details; position responsibilities and responsibility areas; expected job skills, qualifications, and credentials; application materials; and office type.[14] 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,[15] word of mouth, and other nonpublic means of identifying potential applicants for congressional staff positions. Consequently, it cannot be determined whether the dataset of ads analyzed in this report is representative of all congressional employment solicitations. In addition, the process by which candidates for some Member office senior staff positions[16] are identified may not be public-facing.

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

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

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

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

Concluding Observations

Categorizing congressional staff positions by position title[17] relies on an assumption that similarly titled positions in House and Senate personal offices carry out the same tasks under essentially

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

[15] See, for example, Daybook, https://www.daybook.com/listings, or Indeed.com, https://www.indeed.com/q-Congressional-Assistant-l-Washington,-DC-jobs.html, among others.

[16] For example, the ad sources used did not contain analyzable numbers of ads for Chief of Staff in either chamber, or Administrative Director or State Director positions in the Senate.

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

similar circumstances. While personal offices may carry out similar activities, the assumption might be questionable given the differences in staff resources in House and Senate offices, as well as potential differences within offices of each chamber.

Generalizations about staff roles and duties may also be limited in some ways due to the broad discretion Members have with regard to running their office activities. Variations from office to office, which might include differences in job duties, work schedules, office emphases, and other factors, may limit the extent to which sample position expectations provided here match operational practices in all congressional offices.

Table 1. Distribution of Job Advertisements Analyzed, by Category and Chamber

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

Media, Mass Communications, Messaging, and Speeches	Ads	H	S
Communications Director	54	50	4
Communications Director "Senior Level," "Not Entry Level"	18	18	0
Deputy Press Secretary	6	0	6
Digital Director/Press Assistant	5	3	2
Digital Media Director	5	0	5
Press Assistant	16	10	6
Press Secretary	39	33	6
Speechwriter	17	3	14
LC/Press Assistant	7	7	0
Staff Assistant/Press Assistant	5	5	0

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

Office Administration and Support	Ads	H	S
Deputy Scheduler	6	0	6
Deputy Scheduler/ Assistant to Chief of Staff	6	0	6
Executive Assistant	7	5	2
Executive Assistant/Scheduler	15	14	1
Executive Assistant/Scheduler "Not Entry Level"	9	9	0
Scheduler	49	43	6
Scheduler, "Not Entry Level"	8	7	1
Scheduler/Office Manager	10	10	0
Staff Assistant/Driver	5	2	3
Systems Administrator	10	0	10
LC/Staff Assistant	15	14	1
Staff Assistant	77	62	15
Staff Assistant/Press Assistant	5	5	0

Source: CRS analysis of selected ads seeking congressional staff, various sources, December 2014-September 2019. Positions with more than one area of responsibility are shown in *italics*.

Table 2. Acronyms Used in This Report

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

Caseworker[18]

Constituent Communications, Outreach, and Service	Ads
	11 (9 House, 2 Senate)
Widely Expected Duties	**Other Potential Duties**
Assist constituents to resolve issues with public agencies	Update Member and district director on local issues
Handle constituent casework involving 1-4 agencies	Learn federal agency casework procedures
Answer casework correspondence	
Communicate with constituents, government agencies	
Act as community representative for Member	
Assess casework, community activities for legislative action	
Applicant Characteristics	**Applicant Skills**
Patience	Manage multiple tasks
Motivation	Interpersonal skills, friendly, personable, pleasant
Sense of humor	Work independently
	Think broadly about potential case resolutions
Applicant Knowledge and Prior Experience	**Other Expectations**
Casework	Strong written and verbal communications skills
Experience related to casework type (immigration, tax, financial sector, healthcare, military, veterans' issues, etc.)	Bilingual, typically Spanish
Federal, state, or local government	Access to car, driving
	Ties to state or district
	Long hours, nights, weekends
	Work environment typically described as high pressure, team-based, collaborative

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

Communications Director[19]

Media, Mass Communications Messaging, and Speeches

Ads

54 (50 House, 4 Senate)

Widely Expected Duties

Craft and implement overall communications strategy

Write in numerous formats including press releases, op-eds, talking points, newsletters, speeches, social media

Act as spokesperson, local and national media contact

Prepare/brief Member for interviews

Manage office website, social media, other digital content

Organize media events

Other Potential Duties

Outreach to media organizations, reporters

Pitch stories

Provide messaging guidance to staff

Monitor news of interest to the office

Handle portfolio of 1-4 issues

Applicant Characteristics

Strong political instincts

Creativity

Sense of humor

Energetic, enthusiastic

Hard worker

Applicant Skills

Organized

Strategic thinking

Balance multiple tasks

Attention to detail, accuracy

Work well with others

Digital media skills

Applicant Knowledge and Prior Experience

Communications, journalism, public relations

Other Expectations

Strong written and verbal communications skills

Knowledge of legislative process

Media contacts

Familiarity with computer software, e.g., MS applications, social media platforms

State or district ties

May supervise Press Secretary, Press Assistant

Submission of various writing samples

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

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

Communications Director, "Senior Level" or "Not Entry Level"[20]

Media, Mass Communications Messaging, and Speeches	Ads
	18 (18 House, 0 Senate)
Widely Expected Duties	**Other Potential Duties**
Craft and implement overall communications strategy	Pitch stories
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	**Applicant Skills**
Creativity	Attention to detail, accuracy
Energetic, enthusiastic	Organized
Strong political instincts	Balance multiple tasks
Sense of humor	
Applicant Knowledge and Prior Experience	**Other Expectations**
On-the-record experience, 1-2 years	Strong written and verbal communications skills
Hill experience, 2-5 years	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

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

Constituent Services Representative[21]

Constituent Communications, Outreach, and Service	Ads
	7 (5 House, 2 Senate)
Widely Expected Duties	**Other Potential Duties**
Handle casework and related calls, correspondence	Plan and execute outreach events
Work with federal or state entities to resolve casework	Represent Member
Provide office support, sort mail, order supplies	Support Member events
Applicant Characteristics	**Applicant Skills**
Good political instincts, judgement	Discretion
Energetic	Organized
Self-starter	Work well with others
Adaptable	Able to balance multiple tasks
Hard worker	Attention to detail
Motivated	Reliability
Sense of humor	Work independently
Applicant Knowledge and Prior Experience	**Other Expectations**
Casework, public service, customer service, 0-5 years	Strong written and verbal communications skills
Bachelor's degree	Work flexible schedule, long days, weekends
	Ties to state or 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."

Correspondence Manager[22]

Constituent Communications, Outreach, and Service

Ads

8 (0 House, 8 Senate)

Widely Expected Duties

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

Draft, edit outgoing correspondence

Oversee drafting and approval of condolence and congratulatory letters

Other Potential Duties

Provide CMS reports, system maintenance

Train interns, LCs, and Staff Assistants in correspondence processes

Manage constituent contact lists

Maintain correspondence records

Applicant Characteristics

Proactive, takes initiative

Applicant Skills

Time management skills

Highly organized

Ability to work independently

Handle multiple tasks, projects

Applicant Knowledge and Prior Experience

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

Hill correspondence experience, up to 3 years

Computer skills

Other Expectations

Strong written and verbal communications skills

Demonstrated ability to use technology to streamline administrative processes

Generally a position for experienced staff

"Self-described perfectionists are strongly encouraged to apply."

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

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

Deputy Press Secretary[23]

Media, Mass Communications, Messaging, and Speeches	Ads
	6 (0 House, 6 Senate)
Widely Expected Duties	**Other Potential Duties**
Writing in numerous formats including press releases, op-eds, talking points, newsletters, speeches, social media	Maintain office website
Maintain social media content	Staff Senator at events
Schedule media interviews with Senator	Compile press clips and media mentions
	Compile, maintain media contact lists
Applicant Characteristics	**Applicant Skills**
Motivated	Accuracy, attention to detail
Ambitious	Manage multiple tasks
Hard worker	Resourceful
Willing to learn, add responsibilities	Operate quickly, efficiently
Applicant Knowledge and Prior Experience	**Other Expectations**
Work with office productivity software, social media platforms	Strong written and verbal communications skills
Communications, media, 2-5 years	State or regional ties
Campaign media experience	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."

Deputy Scheduler[24]

Office Administration and Support	Ads
	6 (0 House, 6 Senate)
Widely Expected Duties	**Other Potential Duties**
Sort, track, and respond to Senator's state invitations	Greet Senator's meeting attendees
Assist other staff to execute Senator's daily schedule	Maintain historical record of Senator's schedule
Maintain Senator's contact data	Schedule rooms, facilities
Arrange, book travel for Senator	Organize constituent events
Applicant Characteristics	**Applicant Skills**
Energetic	Attention to detail
Motivated	Highly organized
Adaptable	Exercise discretion
Sound judgement	Personable, courteous
	Trustworthy
Applicant Knowledge and Prior Experience	**Other Expectations**
Hill experience preferred	Strong written and verbal communications skills
Knowledge of Senate operations, schedules	Flexible hours
	Work environment typically described as high pressure, team-based, collaborative

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

Deputy Scheduler/Assistant to Chief of Staff[25]

Office Administration and Support	Ads
	6 (0 House, 6 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

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

Digital Director/Press Assistant[26]

Media, Mass Communications, Messaging, and Speeches	Ads
	5 (3 House, 2 Senate)
Widely Expected Duties	**Other Potential Duties**
Create audio, graphic, and video content	Compile daily news clips
Draft newsletters, social media, press releases, op-eds, talking points, speeches	Monitor social media data, analytics
Manage social media strategy, office accounts, website	
Applicant Characteristics	**Applicant Skills**
Creative	Works well with others
Poise	Attention to details
Sound judgement	Design skills
	Digital media skills
	Research skills
Applicant Knowledge and Prior Experience	**Other Expectations**
Experience with various social media platforms, HTML	Strong written and verbal communications skills
Knowledge of chamber operations, procedures	Communications background
Experience designing audio, graphic, video content	Experience with online organizing
	Work environment typically described as high pressure, team-based, collaborative

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

Digital Media Director[27]

Media, Mass Communications, Messaging, and Speeches	Ads
	5 (0 House, 5 Senate)
Widely Expected Duties	**Other Potential Duties**
Manage office social media accounts	Plan and execute media events
Create social media content, written, graphic, and video	Track and analyze various media platform metrics
Maintain office websites	Grow office social media audience
Applicant Characteristics	**Applicant Skills**
Energetic, outgoing	Digital media skills
Sound judgement	Well organized
	Quick thinking
	Resourceful
	Problem solving abilities
Applicant Knowledge and Prior Experience	**Other Expectations**
Broadcast communications, journalism, public relations	Strong written and verbal communications skills
Knowledge of Senate rules, procedures	Position is generally not entry level, up to 3 years' experience expected
Experience with photography; creating audio, graphic, and video content; and related software	Work environment typically described as high pressure, team-based, collaborative

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

District Director[28]

Media, Mass Communications, Messaging, and Speeches

Ads

7 (7 House, 0 Senate)

Widely Expected Duties

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

Other Potential Duties

Oversee district office budget
Manage Member schedule with district scheduler

Applicant Characteristics

Strong work ethic
Political instincts
Enthusiastic, outgoing

Applicant Skills

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

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

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

Executive Assistant[29]

Office Administration and Support

Ads

7 (5 House, 2 Senate)

Widely Expected Duties

Develop, manage Member's schedule
Track meeting and event invitations
Oversee office budget with Chief of Staff
Compose correspondence for Member

Other Potential Duties

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

Applicant Characteristics

Assertive
Good work ethic
Energetic, outgoing
Adaptable
Patience
Poise

Applicant Skills

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

Applicant Knowledge and Prior Experience

Scheduling
Administrative, executive support

Other Expectations

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

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

Executive Assistant/Scheduler[30]

Office Administration and Support

Ads

15 (14 House, 1 Senate)

Widely Expected Duties

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

Other Potential Duties

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

Applicant Characteristics

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

Applicant Skills

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

Applicant Knowledge and Prior Experience

None stated

Other Expectations

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

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

Executive Assistant/Scheduler, "Not Entry Level"[31]

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

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

Field, District, or Regional Representative[32]

Constituent Communications, Outreach, and Service

Ads

13 (10 House, 3 Senate)

Widely Expected Duties

Represent Member before constituents, local groups, businesses, civic organizations, and agencies

Attend meetings and events throughout assigned areas

Act as liaison to local and state government

Monitor issues, opinions, and concerns in assigned areas

Brief Member about events and issues

Other Potential Duties

Draft casework, other correspondence

Plan and execute community outreach projects, events

Provide logistical support for district events, meetings

Staff Member for events, appearances in assigned area

Provide casework intake, support, resolution

Applicant Characteristics

Flexibility

Motivation

Strong work ethic

Friendly, outgoing

Patience

Sense of humor

Applicant Skills

Manage multiple tasks, projects

Good organizational skills

Work independently

Problem-solving abilities

Discreet, tactful

Learn quickly

Applicant Knowledge and Prior Experience

Knowledge of jurisdiction (state, region, district)

Knowledge of congressional practices, operations

Advocacy, community development, nonprofit, or government work

Other Expectations

Strong written and verbal communications skills

Long, irregular hours, nights, weekends, holidays

May supervise interns

Awareness of issues of interest to the Member

Ties to the state or district

Driving the Member

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

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

Field Representative/Caseworker[33]

Constituent Communications, Outreach, and Service

Ads

7 (7 House, 0 Senate)

Widely Expected Duties

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

Other Potential Duties

Staff Member at events, appearances
Provide administrative assistance
Answer phones

Applicant Characteristics

Energetic
Outgoing
Assertive
Mature
Motivated
Sense of humor

Applicant Skills

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

Applicant Knowledge and Prior Experience

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

Other Expectations

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

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

Legislative Aide[34]

Legislative, Policy, and Oversight	Ads
	9 (3 House, 6 Senate)
Widely Expected Duties	**Other Potential Duties**
Draft constituent correspondence legislation, memos	Oversee office mail program
Meet with constituents, agency staff, other stakeholders	Maintain policy portfolio of 1-3 issues
Assist with preparations for hearings and meetings	Conduct research and analysis
Applicant Characteristics	**Applicant Skills**
Energetic	Ability to prioritize
Enthusiastic	Attention to detail, accuracy
	Balance multiple projects, tasks
	Organizational skills
	Research skills
Applicant Knowledge and Prior Experience	**Other Expectations**
Hill experience, up to 3 years	Strong written and verbal communications skills
Issue area-specific experience as noted	Work environment typically described as high pressure, team-based, collaborative

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

Legislative Assistant[35]

Legislative, Policy, and Oversight

Ads

107 (77 House, 30 Senate)

Widely Expected Duties

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

Other Potential Duties

Monitor legislation in issue area(s)

Applicant Characteristics

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

Applicant Skills

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

Applicant Knowledge and Prior Experience

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

Other Expectations

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

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

Legislative Assistant, "Not Entry Level"[36]

Legislative, Policy, and Oversight	Ads
	26 (20 House, 6 Senate)
Widely Expected Duties	**Other Potential Duties**
Draft bills and amendments	Draft constituent correspondence, hearing questions
Write memos, floor statements, talking points, speeches	Advocate for legislation, policy priorities of Member
Handle portfolio of 1-7 issues	Legislative research
Meet with constituency and advocacy groups	
Identify and advance policy proposals	
Represent Member in congressional and public settings	
Monitor legislation in issue area(s)	
Applicant Characteristics	**Applicant Skills**
Self-starter, proactive	Work well with others
Sense of humor	Analytic thinking
Motivated	Organizational skills
Energetic	Interpersonal skills
Political instincts	Research skills
Hard worker	Problem-solving abilities
Strong ideas	Time management
Appropriate attitude	
Flexible, nimble	
Applicant Knowledge and Prior Experience	**Other Expectations**
Prior experience in a congressional office	Strong written and verbal communications skills
Detailed knowledge of assigned issue area(s)	Demonstrate substantial legislative experience
1-2 years of congressional staff work in legislative areas	Work environment typically described as high pressure, team-based, collaborative
Prior work as an LA or LC	

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

Legislative Correspondent[37]

Constituent Communications, Outreach, and Service	Ads
Legislative, Policy, and Oversight	54 (34 House, 20 Senate)

Widely Expected Duties	Other Potential Duties
Draft constituent correspondence	CMS management, coding, analysis
Manage Member's constituent mail program	Oversee a portfolio of 1-8 policy issues (Senate only)
Support legislative and front-office activities	
Research to formulate written replies	
Meet with constituents and interest groups	
Track legislation	

Applicant Characteristics	Applicant Skills
Self-starter	Research
Motivated	Attention to detail, accuracy
Strong work ethic	Organized
Desire to grow in position	Operate quickly
Adaptability	Balance multiple tasks, assignments
	Work well with others
	Interpersonal skills
	Fast thinking

Applicant Knowledge and Prior Experience	Other Expectations
Knowledge of House, Senate operations	Strong written and verbal communications skills
Knowledge of CMS	Generally an entry-level position
Hill or other experience, up to 1 year	State or district ties
	Work environment typically described as high pressure, team-based, collaborative

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

Legislative Correspondent/Press Assistant[38]

Legislative, Policy, and Oversight	Ads
Media, Mass Communications, Messaging, and Speeches	7 (7 House, 0 Senate)

Widely Expected Duties	Other Potential Duties
Assist with crafting of constituent correspondence	None stated
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	Applicant Skills
Creative	Accuracy
Motivated	Attention to detail
Interested in added responsibilities, skill development	Organization skills
Sense of humor	Research skills
Proactive, takes initiative	

Applicant Knowledge and Prior Experience	Other Expectations
Knowledge of House rules, processes	Strong written and verbal communications skills
Experience with social media platforms, CMS packages	Ties to state or district
Hill experience	Work environment typically described as high pressure, team-based, collaborative
Design of audio, graphic, video content	

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

Legislative Correspondent/Staff Assistant[39]

Legislative, Policy, and Oversight

Constituent Communications, Outreach, and Service

Office Administration and Support

Ads

15 (14 House, 1 Senate)

Widely Expected Duties	Other Potential Duties
Provide office support; greet visitors; answer phones; process flag, tour requests	Train and supervise interns
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	Applicant Skills
Energetic, enthusiastic	Accuracy, attention to detail
Proactive, self-starter	Organizational skills
Sense of humor	Work well with others
Patience	Balance multiple tasks, competing priorities
	Research
	Time management

Applicant Knowledge and Prior Experience	Other Expectations
Computer software, MS, CMS	Strong written and verbal communications skills
Congressional operations, legislative process	Submission of writing samples, references
	State or district ties
	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 Counsel[40]

Legislative, Policy, and Oversight

Ads

5 (3 House, 2 Senate)

Widely Expected Duties

Handle policy portfolio of 2-11 issues

Plan, execute legislative strategy

Support, staff Member's committee activities, preparation

Other Potential Duties

Write memos, speeches, and talking points

Monitor legislative activity

Support communications team, district office

Applicant Characteristics

None stated

Applicant Skills

Conceptual, analytic thinking

Balance multiple tasks, projects

Strong interpersonal skills

Applicant Knowledge and Prior Experience

House, Senate operations, committee functions

Law, legal research

Congressional investigations

Other Expectations

Strong written and verbal communications skills

Law degree generally required

Work well under pressure

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

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

Legislative Director, House[41]

Legislative, Policy, & Oversight

Ads

24 (24 House, 0 Senate)

Widely Expected Duties

Lead legislative team in support of Member legislative goals

Supervise and mentor legislative staff

Advance Member policy proposals in committees, on floor

Other Potential Duties

Brief Member on all policy matters

Meet interest groups, constituents

Handle policy portfolio of 1-7 issues

Applicant Characteristics

Sound political judgement

Takes initiative

Applicant Skills

Strong organizational skills

Detail oriented

Work cooperatively and collaboratively with others

Leadership skills

Applicant Knowledge and Prior Experience

Work as LD or LA

Management or supervisor experiences

Work in public policy, various fields, issues

Other Expectations

Strong written and verbal communications skills

Thorough knowledge of House legislative procedure

Knowledge of committee activities, processes

Demonstrated success at advancing policy initiatives

State or district ties, connection

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

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

Legislative Director "Senior Level," or "Not Entry Level"[42]

Legislative, Policy, and Oversight	Ads
	6 (6 House, 0 Senate)
Widely Expected Duties	**Other Potential Duties**
Manage legislative team activity	Legislative portfolio of 1-5 issues
Supervise legislative staff	
Work with Member, Chief of Staff to develop legislative program	
Support Member's committee activities	
Applicant Characteristics	**Applicant Skills**
Proactive	Attention to detail
Good judgement	Leadership
	Ability to delegate
	Creativity
Applicant Knowledge and Prior Experience	**Other Expectations**
Hill or legislative experience, "strong," "substantial" "at least 5 years"	Strong written and verbal communications skills
[policy area designated in ad] experience	Thorough knowledge of House legislative procedure
	Demonstrated success at advancing policy initiatives
	Advanced degree
	State or district ties, connection
	Work environment typically described as high pressure, team-based, collaborative

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

Legislative Director, Senate[43]

Legislative, Policy, and Oversight	Ads
	4 (0 House, 4 Senate)
Widely Expected Duties	**Other Potential Duties**
Develop and implement Senator's legislative program	Mentor staff
Manage legislative staff of 12-18	
Monitor floor activity	
Oversee development of vote recommendations	
Support office outreach activities to various constituencies	
Applicant Characteristics	**Applicant Skills**
Sound political judgement	Ability to delegate
	Strong interpersonal skills
	Highly organized
	Work well with others
	Attention to detail
	Analytic skills
	Management skills
Applicant Knowledge and Prior Experience	**Other Expectations**
3-8 years of Hill experience (Senate preferred)	Strong written and verbal communications skills
Senate LD, Senior LA, Senior Policy Advisor, or Counsel	Work environment typically described as high pressure, team-based, collaborative

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

Military Legislative Assistant[44]

Legislative, Policy, and Oversight

Ads

10 (8 House, 2 Senate)

Widely Expected Duties

Handle Member's work on Armed Services, Veterans', Homeland Security, Foreign Affairs, or Intelligence Comm-
ittees, 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

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

Press Assistant[45]

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

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

Press Secretary[46]

Media, Mass Communications, Messaging, and Speeches

Ads

39 (33 House, 6 Senate)

Widely Expected Duties

Write and edit press releases, op-eds, talking points, newsletters, and franked communications

Develop and maintain effective relationships with district, state, and national media

Work with office staff to identify news hooks and story pitches

Book, coordinate interviews with reporters

Plan, organize, and staff media events

Other Potential Duties

Oversee day-to-day press operations in DC, state, or district

Manage office website, social media

Prepare Member for media interactions

Write speeches

Applicant Characteristics

Sound political instincts

Takes initiative

Hard worker

Sense of humor

Motivated

Applicant Skills

Balance multiple assignments, tasks

Attention to detail, accuracy

Handle stress

Work well with others

Efficient

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

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."

Regional Coordinator[47]

Constituent Communications, Outreach, and Service

Ads

6 (0 House, 6 Senate)

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

Outgoing

Motivated

Adaptable

Creative ideas

Self-starter

Applicant Skills

Able to balance multiple tasks and projects

Attention to detail

Highly organized

Work well with others

Reliable

Able to work independently

Applicant Knowledge and Prior Experience

State and local government

Public policy issues

Outreach

MS applications, CMS

Other Expectations

Strong written and verbal communications skills

State or community ties

Team player

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

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

Scheduler[48]

Office Administration and Support

Ads

49 (43 House, 6 Senate)

Widely Expected Duties

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

Other Potential Duties

Hire and manage interns
Provide administrative support to Chief of Staff

Applicant Characteristics

Energetic
Sound political judgement
Appropriate attitude
Takes initiative
Adaptability

Applicant Skills

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

Applicant Knowledge and Prior Experience

Work as Scheduler or Executive Assistant
House or Senate operations, procedures

Other Expectations

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

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

Scheduler, "Not Entry Level"[49]

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

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

Scheduler/Office Manager[50]

Office Administration and Support	Ads
	10 (10 House, 0 Senate)
Widely Expected Duties	**Other Potential Duties**
Manage Member's district and DC schedule	Keep Member on schedule during the day
Facilitate Member's personal correspondence	Supervise staff assistants, interns
Oversee front-office management	Drive the Member to events
Collaborate with the Chief of Staff to manage the MRA and payroll	Arrange travel and meetings
Administer office finances, benefits, and procurement	
Work closely with the Chief of Staff and District Director to ensure effective office operations	
Applicant Characteristics	**Applicant Skills**
Appropriate attitude	Balance competing demands
Flexibility	Strong organizational skills
Sound political instincts	Attention to detail
	Problem-solving abilities
Applicant Knowledge and Prior Experience	**Other Expectations**
Hill experience	Strong written and verbal communications skills
Executive assistant	Assist the Member after regular business hours
Congressional scheduling	Typically not an entry-level position
Knowledge of House schedules, activities	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."

Senior Legislative Assistant[51]

Legislative, Policy, and Oversight

Ads

11 (10 House, 1 Senate)

Widely Expected Duties

Support Member in committee activities
Manage Member work in assigned issue area(s)
Research bills and other issues
Advise Member

Other Potential Duties

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

Applicant Characteristics

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

Applicant Skills

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

Applicant Knowledge and Prior Experience

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

Other Expectations

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

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

Speechwriter[52]

Media, Mass Communications, Messaging, and Speeches

Ads

17 (3 House, 14 Senate)

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

Ability to explain complex policy issues in an accessible, relatable manner

Attention to detail, accuracy

Balance multiple tasks and projects

Applicant Knowledge and Prior Experience

Hill or campaign experience

Speechwriting

Other Expectations

Strong written and verbal communications skills

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

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

Staff Assistant[53]

Constituent Communications, Outreach, and Service

Office Administration and Support

Ads

77 (62 House, 15 Senate)

Widely Expected Duties

Assist with office management duties; sort mail, greet constituents, answer phones, monitor supplies

Coordinate office internship program, supervise interns

Handle flag, tour, and recognition requests

Provide tours

Other Potential Duties

Drive Member to events, activities

Draft grant or commemorative letters

Applicant Characteristics

Motivated

Outgoing, enthusiastic

Appropriate attitude

Hard worker

Sense of humor

Self-starter

Flexibility

Applicant Skills

High degree of organization

Attention to detail

Balance multiple tasks

Interpersonal skills

Professional manner

Reliable, trustworthy

Applicant Knowledge and Prior Experience

Knowledge of congressional schedules, operations

Computer skills, experiences

Hill internship

Other Expectations

Strong written and verbal communications skills

Typically an entry-level position

Some college or a bachelor's degree

May supervise interns

District or state ties

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

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

Staff Assistant/Driver[54]

Office Administration and Support

Ads

5 (2 House, 3 Senate)

Widely Expected Duties

Drive Member to and from meetings and events

Provide office support, answer phones, give tours, greet visitors, process flag requests

Other Potential Duties

Assist with press operation

Compile press clippings

Draft correspondence

Applicant Characteristics

Motivated

Sense of humor

Energetic

Adaptable

Applicant Skills

Attention to detail

Balance multiple tasks, activities

Dependable

Good organizational skills

Applicant Knowledge and Prior Experience

None stated

Other Expectations

Strong written and verbal communications skills

May be based in Washington, DC, state, or district

"A spotless driving record"

Long, irregular, unscheduled hours

Appears to be an entry-level position

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

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

Staff Assistant/Press Assistant[55]

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

Other Potential Duties

Compile press clips

Assist Communications Director with press releases, inquiries

Applicant Characteristics

Enthusiastic

Motivated

Sense of humor

Take initiative

Willing to learn, add responsibilities

Applicant Skills

Balance multiple assignments

Detail oriented

Digital media

Handle stress

Applicant Knowledge and Prior Experience

Audio, graphic, or video experience

MS 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

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

Systems Administrator[56]

Office Administration and Support	Ads
	10 (0 House, 10 Senate)
Widely Expected Duties	**Other Potential Duties**
Update, maintain DC and state office computer systems Ensure network and email availability Recommend purchases of IT hardware, software Install service packs, virus definition updates Develop, maintain information management system Provide user training and support	Update office IT policies and procedures
Applicant Characteristics	**Applicant Skills**
Motivated Takes initiative Patience	Highly organized Good interpersonal skills Attention to detail Able to balance multiple tasks, projects Analytic thinking
Applicant Knowledge and Prior Experience	**Other Expectations**
Work with office productivity software, CMS Understanding of Senate IT assets, processes, policies Systems administrator, 0-5 years	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."

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Acknowledgments

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

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