Overview of 13 common staff positions*

*These are generalized descriptions. The duties, salaries, and qualifications will vary among House employing offices.

Overview of 13 Common Staff Positions at the United States House of Representatives
### Chief of Staff

#### Position Summary

A typical Chief of Staff:

- On average, earns $134,307 annually
- Works in the Washington, D.C. office
- May also perform Legislative Director and Office Manager/Executive Assistant duties
- Has been in the position for 5.2 years
- Has a bachelor’s degree
- May have previous experience in the House, federal and state/local government, and the private sector

#### Summary of Primary Duties

- Acts as the Member’s chief policy advisor
- Develops and implements all policy objectives, strategies, and operating plans for the Member’s office
- Manages and directs all activities and staff of the Member’s Washington, D.C. and District offices
- Coordinates the activities of the Member with the Leadership and Committee office(s)
- Oversees the office budget.

#### Alternate Titles

- Deputy Chief of Staff
- Administrative Assistant
- Chief of Staff for a particular location (e.g., Chief of Staff District)
### Legislative Director

**Position Summary**

A typical Legislative Director:

- On average, earns $84,273 annually
- Works in the Washington, D.C. office
- Has been in the position for 3.3 years
- May also perform Senior Legislative Aide duties
- Has a bachelor’s degree
- May have previous experience in the House, federal and state/local government, and the private sector

**Summary of Primary Duties**

- Advises the Member on all legislative areas
- Assists in the development of policy positions and legislative initiatives
- Manages and supervises the Member’s legislative staff
- Monitors and reports on floor action to the Member and the Chief of Staff

**Alternate Titles**

- Deputy Chief of Staff
- Legislative Counsel
- Senior Advisor
- Policy Director
<table>
<thead>
<tr>
<th>Senior Legislative Aide</th>
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<tbody>
<tr>
<td><strong>Position Summary</strong></td>
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<tr>
<td>A typical Senior Legislative Aide:</td>
</tr>
<tr>
<td>• On average, earns $61,622 annually</td>
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<tr>
<td>• Works in the Washington, D.C. office</td>
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<tr>
<td>• Has been in the position for 3.4 years</td>
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<tr>
<td>• Has a bachelor’s degree</td>
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<td>• May have previous experience in the House, federal government, and the private sector</td>
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<table>
<thead>
<tr>
<th><strong>Summary of Primary Duties</strong></th>
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<tbody>
<tr>
<td>• Develops and plans legislative initiatives</td>
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<td>• Monitors legislative developments within Committees and on the House floor</td>
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<tr>
<td>• Writes floor speeches for the Member</td>
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<td>• Meets with constituents and special interest groups on behalf of the Member</td>
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<thead>
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<tbody>
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<td>• Senior Legislative Assistant</td>
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<tr>
<td>• Senior Policy Advisor/Counselor</td>
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<tr>
<td>• Legislative Assistant</td>
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### Legislative Aide

**Position Summary**

A typical Legislative Aide:

- On average, earns $45,105 annually
- Works in the Washington, D.C. office
- Performs no additional duties
- Has been in the position for 2.5 years
- Has a bachelor’s degree
- May have previous experience in the House and the private sector

**Summary of Primary Duties**

- Tracks legislation and other developments in an assigned issue areas
- Drafts constituent correspondence for the Member
- Prepares for Committee meetings and hearings related to specific issues
-Answers constituent letters and helps constituents with federal matters

**Alternate Titles**

- Counsel
- Legislative Assistant
- Legislative Aide/Press Assistant
- Legislative Counsel
- Chief Writer
- Fellow
**Legislative Correspondent**

**Position Summary**

A typical Legislative Correspondent:

- On average, earns $35,177 annually
- Works in the Washington, D.C. office
- May also perform Legislative Aide duties
- Has been in the position for 2.2 years
- Has a bachelor’s degree
- May have previous experience in the House and the private sector

**Summary of Primary Duties**

- Provides research for letters from constituents
- Prepares and oversees the proofreading and printing of form letters
- Creates draft responses to letters from constituents
- Provides administrative support and assistance to Legislative Aides
- May also perform duties of the Systems Administrator

**Alternate Titles**

- Communications Specialist
- Legislative Correspondent/Systems Administrator
- New Media Coordinator
- Director of Constituent Correspondence
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<tr>
<th>Office Manager/Executive Assistant</th>
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<tr>
<td><strong>Position Summary</strong></td>
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<tr>
<td>A typical Office Manager/Executive Assistant:</td>
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<tr>
<td>• On average, earns $59,618 annually</td>
</tr>
<tr>
<td>• Works in the Washington, D.C. office</td>
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<tr>
<td>• May also perform Scheduler duties</td>
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<tr>
<td>• Maintains office accounts and payroll accounts in accordance with the regulations of Committee on House Administration governing the Member’s Representational Allowance</td>
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<tr>
<td>• Acts as a liaison for the Member with the staff, the public, committee staff, and other members</td>
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<tr>
<td>• Maintains the Member’s files, including notes, correspondence, and all information related to travel</td>
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<tr>
<td>• Procures and maintains equipment for the Washington, D.C. office</td>
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<tr>
<td>• Ensures that the Member is provided with briefing materials for each event</td>
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<tr>
<td>• Deputy Chief of Staff</td>
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## Press Secretary/Communications Director

### Position Summary

A typical Press Secretary/Communications Director:

- On average, earns $60,452 annually
- Works in the Washington, D.C. office
- Has been in the position for 3.2 years
- Has a bachelor’s degree
- May have previous experience in the House, federal and state/local government, and the private sector

### Summary of Primary Duties

- Manages and coordinates all communication activities, including media contacts, for the Member and the office
- Develops and implements media and communications strategy for the Member
- Acts as the formal spokesperson and media liaison for the Member
- Writes speeches for the Member

### Alternate Titles

- Communications Advisor
- Communications Assistant
- Deputy Communications Director
- Deputy Press Secretary
- Deputy Chief of Staff
- District Communications Director
### Scheduler

**Position Summary**

A typical Scheduler:

- On average, earns $48,110 annually
- Works in the Washington, D.C. office
- May also perform Office Manager/Executive Assistant duties
- Has been in the position for 3.4 years
- Has a bachelor’s degree
- May have previous experience in the House, federal and state/local government, and the private sector

**Summary of Primary Duties**

- Maintains Member’s official schedule, travel plans, and related records
- Briefs the Member on all scheduling activities of the Washington, D.C. office and makes recommendations on proposed future meetings
- Schedules all staff meetings and briefings
- Coordinates scheduling of press, interview, radio, and television time with the Press Secretary

**Alternate Titles**

- Administrative Assistant
- Administrative Director
- Executive Assistant
- Executive Assistant/Scheduler
- Executive Assistant/Scheduler
### Staff Assistant (Washington, D.C.)

#### Position Summary
A typical Staff Assistant (Washington, D.C.):

- On average, earns $30,521 annually
- Works in the Washington, D.C. office
- May also perform Legislative Correspondent duties
- Has been in the position for 1.9 years
- Has a bachelor’s degree
- May have previous experience in the House and the private sector

#### Summary of Primary Duties
- Greets and screens visitors
- Responds to constituent requests for information
- Performs general administrative duties

#### Alternate Titles
- Communications Assistant
- Deputy Scheduler
- Office Liaison
- Receptionist
- Special Assistant
- Staff Assistant/Press Assistant
- Staff Assistant/Office Manager
### Staff Assistant (District)

**Position Summary**

A typical Staff Assistant (District):

- On average, earns $30,633 annually
- Works in the District office
- May also perform Constituent Services Representative/Caseworker duties
- Has been in the position for 3.6 years
- Has a bachelor’s degree
- May have previous experience in the House, federal government, and the private sector

**Summary of Primary Duties**

- Responds to constituent requests for information
- Maintains handout literature regarding the District and the House
- Performs general administrative duties

**Alternate Titles**

- Congressional Aide
- Office Coordinator
- Receptionist
- District Executive
- District Office Manager
- Executive Assistant
### Constituent Services Representative/Caseworker

**Position Summary**

A typical Constituent Services Representative/Caseworker:

- On average, earns $44,850 annually
- Works in the District office
- May also perform Field Representative duties
- Has been in the position for 6.1 years
- Has a bachelor’s degree
- May have previous experience in the House, federal and state/local government, and the private sector

**Summary of Primary Duties**

- Acts as the community representative for the Member within his or her area of responsibility
- Monitors and updates the Member and District Director on District and local issues
- Answers casework correspondence and verbal communications with constituents

**Alternate Titles**

- Community Representative
- Congressional Aide
- Outreach Liaison
## District Director

### Position Summary

A typical District Director:

- On average, earns $85,779 annually
- Works in the District office
- May also perform Field Representative and Constituent Services Representative/Caseworker duties
- Has been in the position for 6.0 years
- Has a bachelor’s degree.
- May have previous experience in the House, federal and state/local government, and the private sector

### Summary of Primary Duties

- Oversees all District office operations
- Represents the Member, or assigns appropriate staff to represent the Member in District
- Travels throughout the District at regular intervals to keep abreast of local concerns

### Alternate Titles

- Deputy Chief of Staff
- District Chief of Staff
- Deputy District Director
- Administrative Director
- Finance Officer/Constituent Services Director
- Regional Director
### Field Representative

#### Position Summary

A typical Field Representative:

- On average, earns $47,713 annually
- Works in District office
- May also perform Constituent Services Representative/Caseworker duties
- Has been in the position for 4.5 years
- Has a bachelor’s degree
- May have previous experience in the House, federal and state/local government, and the private sector

#### Summary of Primary Duties

- Acts as liaison with federal, District, and local agencies for the Member and constituents
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff

#### Alternate Titles

- District Representative
- Grants Coordinator
- Community Liaison
- District Coordinator
- Field Director
- Regional Representative
- Director of Special Projects
- Senior Field Representative

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