

# Overview of 13 common staff positions\*

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*Position descriptions, salaries, and other information come from the **2009 House Compensation Study***

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

## 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
- May also perform Senior Legislative Aide duties
- Has been in the position for 3.3 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

- 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

## Senior Legislative Aide

### Position Summary

A typical Senior Legislative Aide:

- On average, earns \$61,622 annually
- Works in the Washington, D.C. office
- Has been in the position for 3.4 years
- Has a bachelor's degree
- May have previous experience in the House, federal government, and the private sector

### Summary of Primary Duties

- Develops and plans legislative initiatives
- Monitors legislative developments within Committees and on the House floor
- Writes floor speeches for the Member
- Meets with constituents and special interest groups on behalf of the Member

### Alternate Titles

- Legislative Counsel
- Senior Legislative Counsel
- Senior Legislative Assistant
- Senior Policy Advisor/Counselor
- Legislative Assistant

## 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

## Office Manager/Executive Assistant

### Position Summary

A typical Office Manager/Executive Assistant:

- On average, earns \$59,618 annually
- Works in the Washington, D.C. office
- May also perform Scheduler duties
- Has been in the position for 5.5 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

- Maintains office accounts and payroll accounts in accordance with the regulations of Committee on House Administration governing the Member's Representational Allowance
- Acts as a liaison for the Member with the staff, the public, committee staff, and other members
- Maintains the Member's files, including notes, correspondence, and all information related to travel
- Procures and maintains equipment for the Washington, D.C. office
- Ensures that the Member is provided with briefing materials for each event

### Alternate Titles

- Deputy Chief of Staff

## 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

## 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