

The Roles of Congressional Staff

Titles and Job Functions

Each Member of Congress has staff to assist him/her during a term in office. To be most effective in communicating with Congress, it is helpful to know the titles and principal functions of key staff.

Commonly used titles and job functions:

Administrative Assistant (AA) or Chief of Staff (CoS): The AA reports directly to the member of Congress. He/she usually has the overall responsibility for evaluating the political outcomes of various legislative proposals and constituent requests. The AA is usually the person in charge of the overall office operations.

Legislative Director (LD), Senior Legislative Assistant (LA) or Legislative Coordinator (LC). The LD is usually the staff person who monitors the legislative schedule and makes recommendations regarding the pros and cons of particular issues. In some congressional offices, there are several LA's and responsibilities are assigned to staff with particular expertise in specific areas.

Press Secretary (Press Secy.) or Communications Director (CD): The Press Secretary's responsibility is to build and maintain open and effective lines of communication between the Member, his/her constituency and the general public.

Appointment Secretary (Appt. Secy.) Personal Secretary or Scheduler (Sch): The Appointment Secretary is usually responsible for allocating a member's time among the many demands that arise from congressional responsibilities, staff requirements, and constituent requests. The Appointment Secretary may also be responsible for making necessary travel arrangements, arranging speaking dates, visits to the district, etc.

Caseworker: Is the staff member usually assigned to help with constituent requests by preparing replies for the member's signature.

Other Staff Titles: Other titles used in a congressional office may include: Executive Assistant, Legislative Correspondent, Executive Secretary, Office Manager, and Receptionist.

Congressional Aides within the State

Senator:

Name:

Address:

City, State, Zip:

Telephone:

Fax:

E-mail:

Senator:

Name:

Address:

City, State, Zip:

Telephone:

Fax:

E-mail:

Representative:

Name:

Address:

City, State, Zip:

Telephone:

Fax:

E-mail:

