



Each member of Congress has a 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.

Chief of Staff (CoS):

The Chief of Staff reports directly to the member of Congress. He/She usually has overall responsibility for evaluating the political outcome of various legislative proposals and constituent requests. The Chief of Staff is usually the person in charge of overall office operations, including the assignment of work and the supervision of key staff.

District Director (DD):

The District Director manages the overall District operation and work flow. He/She is responsible for recruiting, hiring, training and managing district staff. The District Director represents the member at events, monitors district issues and politics and conducts staff outreach.

Communications Director (CD) and/or Press Secretary (PS):

The Communications Director's responsibility is to build and maintain open and effective lines of communication between the member, his/her constituency, and the general public. The Communications Director is expected to know the benefits, demands, and special requirements of both print and electronic media, and how to most effectively promote the member's views or position on specific issues. The Communications Director may also act as spokesperson for the Member of Congress.

Legislative Director (LD):

The Legislative Director 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 Legislative Assistants and responsibilities are assigned to staff with particular expertise in specific areas. For example, depending on the responsibilities and interests of the member, an office may include a different Legislative Assistant for health issues, environmental matters, taxes, etc.

Scheduler:

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

Caseworker:

The Caseworker is the staff member usually assigned to help with constituent requests by preparing replies for the member's signature. The Caseworker's responsibilities may also include helping resolve problems constituents present in relation to federal agencies, e.g., Social Security and Medicare issues, veteran's benefits, passports, etc. There are often several Caseworkers in a congressional office.

Other Staff Titles:

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