

GUIDE TO LEGISLATIVE STAFF TITLES

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

Administrative Assistant (AA) Chief of Staff (CoS)

The AA reports directly to the legislator. He or she usually has overall responsibility for evaluating the political outcome of various legislative proposals and constituent requests. The AA is usually the person in charge of overall office operations, including the assignment of work and the supervision of key staff.

Legislative Director (LD) Senior Legislative Assistant (Sr. LA) Legislative Coordinator (LC)

The LD is the staff person who monitors the legislative schedule and makes recommendations regarding the pros and cons of particular issues. In some offices there may be one LD or Senior LA, but several LAs. In this case, each LA has responsibilities assigned to them based on their particular expertise in specific areas. For example, depending on the responsibilities and interests of the Member, an office may have a different LA for health issues, education, family and children, etc.

Press Secretary (Press Secy) Communications Director (Comm Dir)

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

Appointment Secretary (Appt Secy) Personal Secretary, or Scheduler (Sch)

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

Caseworker

The Caseworker is the staff member assigned to help with constituent requests by preparing replies for the legislator's signature. The Caseworker's responsibilities may also include helping resolve problems constituents present in relation to state/federal agencies, e.g., Social Security and Medicare issues, veteran's benefits, passports, etc. Congressional offices often have several Caseworkers on staff.