

MEET YOUR MEMBER OF CONGRESS' STAFF

Each member of Congress has staff that listens to and records their constituents' opinion on policy issues and reports back to the member. House offices typically have eight to 15 staff members, and Senate offices can have up to 25 staff members. Here's a run down of the different roles in the D.C. office:

CHIEF OF STAFF

Highest ranking staffer. A chief of staff oversees the D.C. office, the district offices, all of the staff, and the office budget. They also advise the member on political matters.

LEGISLATIVE DIRECTOR (LD)

Establishes the legislative agenda, oversees the entire legislative portfolio, and all the legislative staff in the D.C. office. The LD helps develop policy positions and legislative initiatives in addition to having his or her own set of issue areas. The LD also reviews all written correspondence between the office and constituents.

LEGISLATIVE ASSISTANT (LA)

A policy staffer in charge of specific issue areas such as defense, budget or agriculture. LAs track legislation and other developments in their assigned policy portfolios, monitor legislative developments, produce vote recommendations, and prepare the member for committee hearings and markups.

LEGISLATIVE CORRESPONDENT (LC)

Staffer who handles communication with constituents, including writing response letters for mail from constituents. An LC may also assist the LAs and sometimes have their own set of issue areas.

COMMUNICATIONS DIRECTOR

Official spokesperson for the member and the office. They field calls from the press, write press releases and op-eds, handle most social media efforts, and will book media appearances for the member of Congress.

SCHEDULER

Manages the member of Congress's calendar and travel arrangements.

STAFF ASSISTANT

Answers phones, greets visitors, sorts physical mail, books constituent tours, fulfills flag requests, and provides tours of the Capitol in addition to other administrative tasks.

INTERN

Congressional offices will typically have interns for most of the year. Interns will primarily be the ones who are answering phones and serve as the direct connection between the offices and constituents.

DISTRICT DIRECTOR

Oversees the district offices and district staff -- they are the most familiar with the area and will know of events and things happening in your area.