

## **POSITION DESCRIPTIONS**

The following position titles are generally assigned to employees who comprise a Senator's personal/state office and within Senate committees. The functional areas are Administrative, Legislative, and Press. Responsibilities of positions may differ among Senate offices. However, the job descriptions that follow are provided as a guideline in developing a staffing organization. Responsibilities may be expanded or redefined and are not limited to those contained within the job descriptions that follow.

### **PERSONAL OFFICE**

#### **ADMINISTRATIVE ASSISTANT/CHIEF OF STAFF CHIEF OF STAFF FOR SENATE OFFICE (INCLUDING STATE OFFICES)**

- Develop operating plans, goals, and objectives.
- Prepare office budget.
- Monitor office expenditures.
- Establish office personnel policies and procedures for Washington and state offices in accordance with rules and regulations of the United States Senate.
- Hire, appraise, and terminate staff in accordance with policies and procedures of the United States Senate.
- Represent Senator at meetings, events, functions, etc.
- Monitor important correspondence, particularly of a legislative nature for accurate representation of Senator's positions.
- Schedule and chair staff meetings.
- Coordinate military academy appointments.
- Assist constituents with unique and special needs.
- Schedule and coordinate town meetings in state with appropriate staff.

#### **ASSISTANT TO THE CHIEF OF STAFF PROVIDE ADMINISTRATIVE SUPPORT TO THE AA/CHIEF OF STAFF**

- Maintain Administrative Assistant's daily schedule and make travel arrangements.
- Screen and route incoming correspondence.
- Screen incoming telephone calls.
- Draft correspondence.
- Provide word processing support for correspondence, speeches, reports, memoranda, etc.
- Assist with coordination of academy appointments.
- Maintain Administrative Assistant's files.
- Perform special projects assigned by the Administrative Assistant.
- Provide backup support for Senator's Executive Assistant as required.

#### **EXECUTIVE/PERSONAL ASSISTANT EXECUTIVE, ADMINISTRATIVE, AND CONFIDENTIAL ASSISTANT TO SENATOR**

- Attend to Senator's daily administrative needs.
- Coordinate calendar and appointments with Scheduler.
- Ensure Senator adheres to daily schedule.
- Maintain scheduling book to keep accurate account of time for historical purposes.
- Coordinate with Office Manager reimbursable expenses relating to Senator's personal accounts.
- Coordinate with Scheduler regarding billing for financial matters.
- Review and handle Senator's personal incoming and outgoing correspondence.
- Maintain Senator's personal files.
- Ensure that official documents received by Senator are copied and forwarded to appropriate staff for review and, if necessary, action.
- Greet scheduled visitors and escort them to the Senator's office.

## **SCHEDULER**

### **RESPONSIBLE FOR SCHEDULING SENATOR'S CALENDAR**

- Coordinate with Senator and Executive Assistant on a daily basis, scheduled appointments, meetings, events, and general demands for the Senator's time.
- Prepare weekly schedules for Senator including details of names, times, places, and topics to be discussed.
- Provide staff with Senator's schedule, ensuring that appropriate staff are notified if it is necessary that they attend meetings or events.
- Ensure Senator adheres to daily schedule.
- Handle Senator's travel arrangements, including reservations and ticketing.
- Review invitations and prepare responses.
- Coordinate with appropriate state office staff concerning relevant scheduling issues.

## **ADMINISTRATIVE DIRECTOR/OFFICE MANAGER**

### **RESPONSIBLE FOR ADMINISTRATIVE OVERSIGHT OF OFFICE**

- Implement administrative office policies and operating procedures.
- Ensure that Senate rules and procedures are practiced at all times.
- Maintain office policy manual and update when necessary.
- Maintain job applicant files.
- Hire and terminate support staff upon appropriate approval from AA or Senator.
- Orient new staff.
- Maintain personnel files on permanent staff, interns and volunteers.
- Maintain leave schedules.
- Assume responsibility for liaison with Senate Legal Counsel, Rules and Administration Committee and Ethics Committee.
- Prepare and oversee administrative budget.
- Interface with Senate Disbursing Office regarding payroll and all office accounts.
- Monitor all official accounts and prepare and process vouchers for transmittal to Senate Disbursing Office.
- Maintain payroll files.
- Assume responsibility for liaison with committees relating to budget matters.
- Order and maintain supplies and office equipment.
- Supervise and ensure daily office coverage at reception desk and mail operation.
- Maintain administrative office records and files.
- Supervise intern program.

## **RECEPTIONIST/STAFF ASSISTANT**

### **RESPONSIBLE FOR MONITORING ALL ASPECTS OF RECEPTION ROOM**

- Greet visitors and answer incoming telephone calls.
- Maintain handout literature regarding state and Washington, DC for visitors, including tour information, maps, gallery passes, etc.
- Distribute all materials delivered to the reception room.
- Maintain guest book.
- Maintain and update reception room handbook manual.
- Maintain office voice mail system/TTY.
- Respond to special requests including: requests for tours and tourist services (White House, FBI, Kennedy Center, State Department, etc.); requests for US and state flags; and general requests for government publications, bills, speeches, etc.
- Ensure that requests for assistance are directed to appropriate staff.
- Assist with word processing, computer entry, proofing, and editing as required.

## **COMPUTER OPERATOR**

### **PRIMARILY RESPONSIBLE FOR DATA INPUT AND TECHNICAL SUPPORT**

- Data entry of standard form letters into correspondence system.
- Log and assign codes to letters requiring particular form letter responses (codes profile the constituent writer by name, address, issue interest, and other pertinent data).
- Enter names and addresses of correspondents into the system for future outreach mailings.
- Enter and file in computer all previously composed letter responses.
- Monitor electronic mail.
- Maintain up-to-date address file.
- Participate in the mass mailing, newsletter, and questionnaire projects in office.
- Provide backup support to the System Administrator.

## **MAIL CLERK/STAFF ASSISTANT**

### **RESPONSIBLE FOR PROCESSING INCOMING AND OUTGOING MAIL**

- Open, read, and sort all incoming mail for distribution to staff.
- Distribute mail to appropriate staff.
- Inspect all outgoing mail to ensure signature is on all correspondence before mailing.
- Fold and seal outgoing mail.
- Prepare orange bags for Senate Post Office.
- Maintain stock enclosures for mailings and staff access (printed matter used as enclosures for mail, i.e., speeches, Congressional Record statements, etc.).
- Assist with weekly mail report.
- Respond to standard mail and phone requests (i.e., requesting general information, government publications, biography, photo of Senator, etc.).
- Assist with packing/transfer of office files for storage.
- Perform errands relative to mail and office services as required.

## **SYSTEM ADMINISTRATOR**

### **RESPONSIBLE FOR ALL ASPECTS OF INTERNAL COMPUTER SYSTEM**

- Maintain and troubleshoot local area network.
- Train and supervise computer system and mail processing staff.
- Serve as a liaison to all district offices in support of computer system needs.
- Serve as a liaison to the Senate IT Support Services and organized user groups.
- Maintain and enhance office Web site.
- Review and distribute electronic mail.
- Maintain office computer system account.
- Maintain security and integrity of office computer system.
- Develop system for management of office mail.
- Establish mail management standards (i.e., letter format, response time, etc.).
- Develop and maintain a collection of prepared text for use in responding to mail.
- Develop routing and approval procedures for draft responses to constituent mail.
- Oversee production of special mailings.
- Maintain proper mass mailing records for filing with the Senate.
- Prepare reports on mail volume and contents for Senator and appropriate staff.
- Develop and implement professional codes for newsletter mailing lists.
- Oversee operation of signature machine.
- Establish the office filing and record retrieval system.
- Supervise preparation of file material for microfilming.
- Maintain computerized or manual index to files.
- Establish standards for storage of office files.
- Develop permanent disposition guidelines for office files.

## **LEGISLATIVE DIRECTOR**

### **OVERSIGHT OF ALL LEGISLATIVE ACTIVITIES IN OFFICE**

- Manage and direct Legislative Assistants.
- Establish legislative agenda and program for Senator, setting priorities, goals and objectives for legislative staff.
- Coordinate legislative efforts to ensure that duplicative efforts do not arise.
- Monitor legislative developments, particularly within Senator's committee issues.
- Maintain Senator's legislative records including copies of all votes, floor statements, speeches, written articles, bills and amendments the Senator sponsors or co-sponsors, legislative projects, and committee materials.
- Screen "Dear Colleague" letters and recommend to the Senator for potential co-sponsorship of legislation.
- Interface with state office staff on legislative matters.
- Coordinate daily or weekly briefings with Senator regarding status of current legislation.
- Accompany Senator to Senate floor as required.

## **LEGISLATIVE ASSISTANT**

### **EXPERT IN PARTICULAR ISSUE AREAS. RESPONSIBLE FOR ALL ASPECTS OF LEGISLATIVE COVERAGE OF THE ISSUE AREAS FOR SENATOR**

- Formulate legislative proposals and draft legislation.
- Track legislation in one's issue areas.
- Monitor legislative developments within committees.
- Brief Senator on status of legislation in assigned areas.
- Prepare floor statements and amendments for Senator.
- Monitor legislation on Senate and House floors.
- Analyze legislative proposals.
- Establish liaison with committee and agency staffs.
- Monitor co-sponsorship of bills.
- Attend committee hearings and executive sessions.
- Prepare issue-oriented speeches for Senator.
- Respond to certain legislative correspondence.
- Perform special projects assigned by Senator, AA, or LD.
- Interface and represent Senator with constituent and special interest groups.
- Prepare summaries of meetings with these groups and brief Senator when appropriate.
- Build coalitions on various initiatives to ensure legislative success.
- Author background reports and memoranda.

## **LEGISLATIVE CORRESPONDENT**

### **RESPONSIBLE FOR RESEARCHING AND DRAFTING RESPONSES TO CORRESPONDENCE**

- Conduct research to adequately respond to correspondence.
- Formulate general letters for response to correspondence of a similar nature (form letters).
- Draft responses to letters that cannot be answered with a standard reply.
- Formulate detailed responses on new issues and submit them for approval.
- As time permits, attend committee hearings and executive sessions in order to be better prepared to respond to inquiries.
- Assist with writing speeches, floor statements, and articles which may be used as enclosures with letters from Senator.
- Draft mailings to constituency on issues of importance.
- Provide assistance to Legislative Assistants as required.

**PRESS SECRETARY/COMMUNICATIONS DIRECTOR  
SUPERVISE ALL ASPECTS OF PRESS OPERATIONS/ PRIMARY SPOKESPERSON**

- Supervise and coordinate all activities of press staff.
- Maintain liaison with press corps in Washington and state offices.
- Screen and respond to daily inquiries from press.
- Plan and coordinate media coverage. Coordinate with Scheduler press conferences, press appearances, and requests for appearances and interviews with Senator.
- Develop and oversee preparation of press releases, columns, newsletters, special mailings.
- Prepare formal speeches for Senator.
- Keep abreast of media-relevant issues and inform staff when appropriate.
- Disseminate statements, releases, speeches, and articles involving Senator.
- Supervise review of daily newspapers. Ensure state offices receive copies of appropriate newspaper clippings.
- Establish and maintain a permanent scrapbook for historical archiving of press generated materials.
- Update biographical and photographic materials of Senator.

**DEPUTY PRESS SECRETARY  
PROVIDE ASSISTANCE TO PRESS SECRETARY**

- Develop and draft newsletters, press releases, columns, etc.
- Maintain and update Senator's media contact/ mailing list.
- Coordinate with legislative and administrative staff dissemination of Senator's speeches and public statements.
- Maintain index/library of releases and related media publications.
- Review newspapers on a daily basis and clip/circulate/file relevant articles.
- Review documents from news services, magazines, and other publications and clip/circulate/file relevant items.
- Screen, respond to, and/or refer to appropriate staff, inquiries from press.
- Assist Press Secretary in coordinating press conferences (staffing, announcing, recording, disseminating information).
- Keep abreast of media-relevant issues and inform staff and relevant individuals of scheduled appearances by Senator.
- Disseminate statements, releases, speeches, articles involving Senator.
- Receive, review, and distribute grant and contract announcements.
- Distribute and maintain TV/radio actualities.
- Videotape all TV appearances.
- Assist Press Secretary with major media events and overall support to press operations.

## **STATE OFFICE**

### **STATE DIRECTOR**

#### **OVERSIGHT RESPONSIBILITY FOR STATE OFFICE OPERATIONS**

- Represent Senator in all areas of state.
- Direct and plan entire operation of state office staffs including supervision, assignments, work flow, etc.
- Implement office policies and procedures for state office operations.
- Oversee recruiting, hiring, and training new employees.
- Maintain close communication with Washington, D.C. office.
- Maintain close communication with district community business leaders, constituent groups.
- Coordinate Senator's district schedule.
- Accompany Senator on visits throughout the state.
- Schedule meetings with government agencies, including other congressional offices as necessary.
- Deliver speeches at events in state when Senator cannot be present.
- Schedule and chair state office staff meetings.
- Maintain liaison with political leaders in state.
- Perform special projects assigned by the Senator.

#### **ADMINISTRATIVE MANAGER FOR STATE OPERATIONS/COORDINATES AND MANAGES CONSTITUENT SERVICES**

- Supervise caseworkers.
- Coordinate casework to ensure that duplicative efforts are prevented.
- Ensure that the casework is performed in a timely fashion.
- Maintain office personnel files and leave records.
- Advise Senator, Administrative Assistant, and State Director of specific cases requiring their personal involvement.
- Assist in scheduling Senator's state office visits.
- Prepare expense vouchers for state office staff.
- Approve all mail transmitted from state office.
- Oversee supply and equipment requests.
- Supervise selection of candidates for U.S. military academies.
- Assist in supervision of intern program for state offices.

### **CASEWORKER/FIELD REPRESENTATIVE**

#### **SERVES AS SENATOR'S OMBUDSMAN FOR CONSTITUENTS**

- Work directly with constituents having problems or difficulties with the Federal Government (i.e., Veterans, Social Security, IRS, etc.).
- Create log of cases handled by the office.
- Contact agencies, via telephone and letter, to obtain information to assist constituents.
- Monitor casework for problems which might be resolved by legislative action.
- Respond to constituent correspondence.
- Develop and maintain relationships with local businesses, governments, and community organizations to provide assistance/intervention regarding appropriate projects.
- Represent Senator at hearings, meetings, or other functions where particular casework problems are under discussion.

## **SENATE COMMITTEES**

Due to the high volume and complexity of its work, the Senate divides its tasks among 20 committees, 68 subcommittees, and 4 joint committees. Although the Senate committee system is similar to that of the House of Representatives, it has its own guidelines, within which each committee adopts its own rules. This creates considerable variation among the panels. Committees receive varying levels of operating funds and employ varying numbers of aides. The majority party controls most committee staff and resources, however the minority party maintains independent staff and operations in support of the ranking minority member. Some positions on committees are classified as non-designated which means they support both the majority and minority staffs.

Standing committees generally have legislative jurisdiction. Subcommittees handle specific areas of the committee's work. Select and joint committees generally handle oversight or housekeeping responsibilities. Each party assigns its own members to committees, and each committee distributes its members among its subcommittees. The Senate places limits on the number and types of panels any one senator may serve on and chair. A committee's influence extends to its enactment of bills into law.

### **STAFF DIRECTOR (Majority or Minority)**

- Direct and coordinate all legislative, administrative and committee functions.
- Assist committee chairman or ranking member to develop and implement all policy objectives, strategies and operating plans for the committee.
- Supervises staff and possesses oversight responsibility for hiring, promotion, disciplinary and termination decisions.
- Ensures that committee staff and functions adhere to applicable Senate rules and federal law.
- Manages day-to-day legislative activities of the committee including hearings and reports and negotiations with majority or minority staff and approves strategy and tactics on bills and amendments relating to committee jurisdiction from professional staff members and counsel.
- Advises committee chairman or ranking member on legislative matters and pending nominations and makes recommendations regarding potential investigations, hearings and other oversight issues.
- Serves as principal liaison to committee members, other Senate and House committee staff, government agencies and other organizations.

### **EXECUTIVE ASSISTANT TO STAFF DIRECTOR**

- Assists the Staff Director and staff members by providing administrative support for meetings, hearings, markups, floor debate and conference session.
- Creates and maintains the spreadsheet of language differences in conference with the House on legislation; schedules and announces conference-related meetings with the House.
- Maintains central Committee correspondence files, log of Members interest letters and conference spreadsheets.
- Provides support for scheduling, travel, events, correspondence, office visitors, phone calls.
- Performs liaison duties with personal offices of the Chair or Ranking Member.

### **CHIEF CLERK**

- Prepares and manages the committee's annual budget including payroll, benefits and contracts, make recommendations to Staff Directors on the expenditure of committee funds, controlling petty cash and administering reimbursement of expenses.
- Acts as an administrative and financial liaison between the majority and minority staff of the committee and Senate support organizations.
- Assists in the organization and administration of committee hearings and markups, scheduling of witness testimony, production of committee reports and coordination with Government Printing Office (GPO).
- Supervises work of committee support staff, orients new staff regarding policies, procedures, Senate rules and ethics and monitors employees' compliance, coordinates annual and sick leave schedules and maintains personnel files of committee staff.
- Serves as committee office emergency coordinator and ensures proper education and training in evacuation procedures, inventory of relevant equipment and supplies and overall continuity of operations.

### **PROFESSIONAL STAFF MEMBER**

- Research, plan and assist in the development of legislative initiatives under the committee's jurisdiction.
- Draft reports, statements, memoranda and positions papers on legislative issues.
- Analyze legislation related to assigned issues and brief committee members and other staff on current developments.
- Monitors Senate floor activity relating to assigned issues and provides up-to-date status reports regarding pending legislative developments.
- Assists committee staff in organizing and holding hearings, preparing witness lists and briefing materials, contacting and assisting witnesses, compiling background information and materials, and preparing questions for witnesses.
- Prepares statements and talking points for committee members on pending legislation and hearing topics.
- Acts as a liaison with government officials, constituent groups and outside interest and advocacy groups as well as Senate and House staff on matters related to assigned issues.
- Maintains a working knowledge of all current issues pending before the committee and performs other tasks as assigned.

### **COUNSEL AND/OR INVESTIGATOR**

- Advise committee staff on legislative and oversight matters and assist in the development of policy positions and legislative initiatives for the committee.
- Coordinates activities for assigned committee hearings including preparation of witness lists, drafting questions for witnesses, statements by committee chairman or ranking member, and ensuring that relevant materials are submitted for the hearing record.
- Advises and assists committee members with preparation of floor statements, talking points and rebuttals to opposing arguments.
- Drafts bills and amendments related to assigned issues, monitors legislative developments, recommends strategies and tactics on bills and amendments.
- Reviews legal memoranda drafted by other staff members to be submitted to staff director and committee members.
- Makes initial evaluations in internal conflict –of- interest and ethics issues and serves as liaison to Senate Select Committee on Ethics.
- Meets with constituent groups related to committee business, acts as liaison with other committees, House staff, government agencies and outside interest and advocacy groups.
- Formulates and staffs investigations and oversight work on issues falling under the committee's jurisdiction, constructs and implements investigative agenda and develop committee hearings, forums, reports and reference materials.

### **COMMUNICATIONS DIRECTOR OR PRESS SECRETARY**

- Manages and coordinate all media contacts and activities for the committee chairman or ranking member.
- Acts as the formal spokesperson and media liaison for the committee chairman or ranking member.
- Develops and implements media, messaging and communications strategy for the committee.
- Remains abreast of current legislative and non-legislative issues about which the committee chairman or ranking member may be questioned.
- Evaluates current events and media reports for their impact on the committee, provides ideas and advice on the effect in the media of the committee's activities.
- Writes speeches for committee members and public statements for chairman or ranking member, issues press releases and coordinates interviews.
- Fields incoming press requests and works with policy staff to develop materials on a broad range of topics under the committee's jurisdiction, conducts outreach to national and state media.

## **RESEARCH ASSISTANT OR LEGISLATIVE CORRESPONDENT**

- Performs background research and develops expertise on assigned legislative issues.
- Assists professional staff in developing certain legislative initiatives including original research, drafting/editing of final drafts.
- Supports committee staff in preparing, organizing and holding hearings and other events including preparing witness lists and briefing materials, contacting and assisting witnesses, compiling background information and materials for committee members and staff, distributing and monitoring hearing testimony.
- Responds to constituent requests and concerns relating to assigned issues.
- Assists staff in drafting reports, statements, memoranda and position papers on various issues, preparing briefing books and other materials for use by committee members and their staff.
- Maintains a working knowledge of issues falling under the committee's jurisdiction.

## **COMMITTEE CLERK OR STAFF ASSISTANT**

- Provides administrative support to committee staff by answering phones, greeting and screening office visitors, performing general word processing, ensuring that requests for assistance are processed efficiently.
- Maintains committee records and files of hearings, studies and reports, obtains documents requested by staff, makes official deliveries to other committee, Senate and House offices.
- Assists in committee's mail operation, logging official correspondence, collecting, sorting and distributing mail, monitoring delivery and pick up of materials.
- Supports the set-up, execution and management of committee hearings, mark-ups, related events and committee projects, proofing/editing hearing transcripts.
- Provides overall administrative assistance to Chief Clerk.

## **SYSTEMS ADMINISTRATOR**

- Develops and maintains an information management and automation strategy for the committee.
- Administration and maintenance of LAN, maintenance of domains and physical networks.
- Ensures committee systems integrity through continual monitoring of critical updates, service packs and virus definitions; performing computer backup procedures, utilizes remote access; maintains overall committee network security.
- Develops and monitors methods to process, manage and store all electronic data for the committee; performs daily and weekly system back-ups.
- Provides technical support necessary for committee hearings; troubleshoots IT-related issues including PC and peripheral problems; provides staff training.
- Maintains committee website; posts committee reports, hearing schedules, legislation, multi-media content.
- Researches new technologies; advises, recommends and oversees purchasing and installing IT services and equipment.