Typical Staff Positions in Senate Personal Offices

DC OFFICE

Administrative
Chief of Staff
Deputy Chief of Staff
Administrative Director
Director of Scheduling
Deputy Scheduler
Special Assistant
Systems Administrator
Staff Assistant

Legislative
Legislative Director
Counsel
Legislative Assistant (Committee)
Legislative Assistant (Off Committee)
Legislative Aide
Legislative Correspondent

Communications:
Communications Director
Press Secretary
Digital Director
Press Assistant

STATE OFFICES

State Director
Regional Director
Field Representative
Caseworker
Grant Manager
Staff Assistant/ Receptionist

SAMPLE: SENATE OFFICE

LEGISLATIVE ISSUES LIST

Legislative Director:
Labor and Pensions

Senior Policy Advisor:
Health
Social Security
Aging
Choice
Welfare

Economic Policy Advisor/ Legislative Assistant:
Banking
Housing
Tax
Budget
Small Business

Counsel/Legislative Assistant:
HSGAC
General Government/Investigations
Immigration
Judiciary (Nominees and 2nd amendment)
Intellectual Property

Military Legislative Assistant:
National Security
Defense
Veterans

Legislative Assistant:
Education
Indian Affairs
Science
NASA

Legislative Aide:
Trade
Foreign Relations
Appropriations (letters and report language)

Legislative Aide:
Telecom (Rural Broadband)
Energy
Environment
Transportation/Infrastructure

CURRENT SENATE JOB POSTINGS

226372 **LEGISLATIVE ASSISTANT -**

Senator Chris Van Hollen seeks a Legislative Assistant to handle climate change, Chesapeake Bay, energy, environment, and agriculture issues. Qualified candidates should have knowledge of the issues and demonstrate an ability to take initiative. Must be a team player, strong writer, and able to work under time pressure in a fast-paced environment, while still maintaining a positive attitude. Responsibilities include writing legislation, coalition building with advocacy and stakeholder groups, and staffing the Senator on matters that coincide with the issue portfolio. Hill experience is preferred. This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. **Interested applicants should e-mail a writing sample and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

226371 **LEGISLATIVE ASSISTANT -**

The Office of Senator Jon Tester is seeking a Legislative Assistant (LA) to staff Senator Tester on the Commerce Committee and Appropriations Committee. The issue portfolio will include telecommunications, transportation, infrastructure, science, technology and other commerce related issues. Candidates should have extensive Hill experience with background working in these policy areas. Responsibilities include executing the Senator's policy agenda, staffing the Senator in meetings and hearings, providing policy and vote recommendations, drafting bills and letters, and communicating with stakeholders and constituents. Ideal candidates will have strong oral and written communication skills and an excellent track record working on teams. **Interested applicants should send resumes to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

226370 **COUNSEL/LEGISLATIVE ASSISTANT -**

Senior Republican Senator seeks counsel/legislative assistant to handle Judiciary, Homeland Security, and Indian Affairs portfolios. Candidate should have experience on immigration, 2nd Amendment, judicial nominations, and cybersecurity. Responsibilities include formulating and executing policy and legislative strategy, hearing and meeting preparation, as well as manage legislative correspondent and legal clerk. Candidate must be proactive and a self-starter with the ability to meet tight deadlines in a fast paced office. Interested applicants must demonstrate leadership, excellent verbal and written communication skills, and hold a team player attitude. J.D. is preferred, but not mandatory. Legislative Assistant/Counsel Hill experience is required. **Please email a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

226367 **LEGISLATIVE AIDE -**

Senator Casey seeks a Legislative Aide to handle defense, foreign policy and veterans affairs issues and collaborate with the Senator's designee on the Senate Intelligence Committee to drive and implement his national security legislative agenda. This individual will be responsible for: monitoring pending legislation in assigned issue areas; drafting amendments and bills; meeting with constituents and managing stakeholder engagement; managing the office's DoD appropriations requests process; preparing briefing materials for the Senator; and responding to constituent correspondence within the assigned issue areas in a timely manner. Qualified candidates will have strong writing, analytical, negotiation, and organizational skills. The ideal candidate is a collaborative team player with strong time management skills and a demonstrated ability to successfully manage multiple tasks and projects at a time. Substantive policy experience in relevant issue areas is required; Hill experience and/or Pennsylvania ties a plus. This is not an entry-level position; recent graduates should not apply. **Interested parties should e-mail a cover letter, resume, and three references to open_positions@casey.senate.gov with "National Security Leg Aide" in the subject line. No phone calls or drop-bys, please**. This office is proud to be an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression or sexual orientation. Applicants with disabilities who require reasonable accommodation to participate effectively in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Requests for accommodation should be directed to open_positions@casey.senate.gov.