Legislative Staffer Position Descriptions

Often, when scheduling a meeting with an elected official, the official will have you meet with a member of their staff. Below is a brief description of the typical staff roles you'll find in an elected official's office.

1) Chief of Staff

The Chief of Staff (or, the "chief") is the highest-ranking staff member in the office. They will be in charge of all operations in the office, including but not limited to staffing issues, management of office operations, and high-level discussions on policy decisions. Though the Chief of Staff typically does not handle legislation directly, on occasion, the elected official will put their Chief of Staff in charge if the issue is of utmost importance to the official. In addition, the Chief of Staff is often the only staffer who has a personal relationship with the elected official that predates their time working for the official.

2) Legislative Director

The Legislative Director (or, the "LD") reports directly to the Chief of Staff and oversees the elected official's legislative portfolio and policy priorities. The Legislative Director will supervise other legislative staffers but will also carry their own legislative portfolio. Typically, the Legislative Director will be on the lookout for opportunities for the member to exert their policy preferences. In addition, the Legislative Director is usually an expert in the relevant legislative body's procedure.

3) Legislative Assistant/Legislative Counsel

A Legislative Assistant (or, the "LA") reports to the Legislative Director. The Legislative Assistant will have designated policy areas in which they work to become experts. They will do the day-to-day work associated with introducing, tracking, and passing legislation. A Legislative Counsel will do essentially the same job as a Legislative Assistant, but a Legislative Counsel has a law degree, and therefore may handle issues arising from time to time that involve more complex legal questions.

4) Scheduler

The Scheduler manages the elected official's calendar. The scheduler will know where the elected official is at all times and will keep them moving along to their next meeting so that they are not late. In most offices, nothing gets on the elected official's calendar without the scheduler's permission. At times, the scheduler will act as the elected official's gatekeeper and will ensure nothing gets put on the schedule that the official has not expressly agreed to attend. The scheduler will also make necessary travel arrangements and ensure proper coordination for events that elected official is planning to attend.

5) Caseworker/Constituent Services Coordinator

A Caseworker (known in some legislative bodies as a Constituent Services Coordinator) is the staffer tasked with assisting constituents will non-legislative issues they bring to the elected official's attention. Often, this includes dealing with government agencies or other bureaucracy.