# pOSITION DESCRIPTION

# staff secretary, white house

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| **OVERVIEW** | |
| Position Type | Presidential appointment (PA) |
| Agency Mission | To provide internal coordination, the Staff Secretary's Office manages the paper flow to and from the president.[[1]](#endnote-1) |
| Position Overview | The staff secretary is responsible for every document that goes to and from the president for review, action and/or signature. The staff secretary also ensures input and review from all relevant White House offices, departments and agencies; coordinates comments; and acts as an honest broker to ensure all points of view are heard.[[2]](#endnote-2) |
| Compensation | $162,422 in 2016[[3]](#endnote-3) |
| Position Reports to | White House Chief of Staff[[4]](#endnote-4) |
| **RESPONSIBILITIES** | |
| Management Scope | The Office of the Staff Secretary has 40-50 employees plus volunteers in the Correspondence office. It includes the following offices: Presidential Correspondence, Executive Clerk and Records Management.[[5]](#endnote-5) The position is almost always at the assistant level, but is currently at the deputy assistant level. |
| Primary Responsibilities | * Circulates enrolled legislation, proposed executive orders, decision memoranda, speeches and other presidential documents to relevant White House offices for clearance and comment * Ensures that any document being forwarded to the president is in suitable condition, technically and substantively, for presidential review and action * Ensures the president's decisions and requests are transmitted to the proper staff members for appropriate action[[6]](#endnote-6) * Ensures every document that goes to the president has been thoroughly vetted for accuracy of information, legal considerations and consistency with presidential policy * Ensures all documents between the White House and the Congress are properly recorded * Ensures all presidential records are maintained in accordance with Presidential Records Act * Oversees all presidential and executive branch correspondence with the public, including photos for signature * Ensures input and review from all relevant White House offices, departments and agencies, and acts as an honest broker to ensure all points of view are heard[[7]](#endnote-7) |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Close relationship with, and trusted advisor to, the deputy chief of staff and/or the chief of staff, given that the staff secretary controls the flow of paper to and from the Oval Office * Legal background * Understanding of public policy * Must be focused on management and not have their own policy agenda |
| Competencies | * Detail-oriented * Able to work quickly * Able to send out papers around the office and get responses in a set time period * Collaborative and inclusive team player * Excellent writer/editor |
| **PAST APPOINTEES** | |
| Joani Walsh (2014 to 2017) – Deputy Undersecretary, Department of Agriculture[[8]](#endnote-8) | |
| Douglas Kramer (2012 to 2013) – Associate Counsel and Special Assistant to the President, White House; Counsel to the Assistant Attorney General for the Antitrust Division, Department of Justice; Partner, Polsinelli Shughart[[9]](#endnote-9) | |
| Rajesh De (2011 to 2012) – Principal Deputy Assistant Attorney General, Department of Justice; Counsel, Senate Committee on Homeland Security and Governmental Affairs; Counsel, 9/11 Commission[[10]](#endnote-10) | |

# Endnotes

This position description was created with the help of Martha Kumar from the White House Transition Project, which provides information to a new White House staff about their individual offices thereby streamlining the process of transition from one administration to the next.

1. <https://clinton1.nara.gov/White_House/EOP/html/other/staffsec.html> [↑](#endnote-ref-1)
2. Romney Readiness Project position description [↑](#endnote-ref-2)
3. <https://www.whitehouse.gov/21stcenturygov/tools/salaries> [↑](#endnote-ref-3)
4. Romney Readiness Project position description [↑](#endnote-ref-4)
5. Romney Readiness Project position description

   <https://www.whitehouse.gov/administration/eop> [↑](#endnote-ref-5)
6. <https://clinton1.nara.gov/White_House/EOP/html/other/staffsec.html> [↑](#endnote-ref-6)
7. Romney Readiness Project position description [↑](#endnote-ref-7)
8. <http://www.leadershipdirectories.com/profiles/Joan-Walsh-Deputy-Assistant-to-the-President-and-Staff-Secre.htm> [↑](#endnote-ref-8)
9. <https://www.linkedin.com/in/douglas-kramer-60b95568> [↑](#endnote-ref-9)
10. <https://www.aspeninstitute.org/our-people/raj-de/> [↑](#endnote-ref-10)