



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Administrative Office Assistant Temporary Position-Not to Exceed Two Years
DEPARTMENT:	Disbursing Office
SUMMARY:	See Attached Position Classification
SALARY :	\$32,700
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
POSTING DATE:	August 4, 2010
DEADLINE FOR APPLICATIONS:	August 11, 2010 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to <u>resumes@sec.senate.gov</u>. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



ADMINISTRATIVE OFFICE ASSISTANT - TEMPORARY POSITION

NATURE OF WORK

This is administrative support work assigned to a project scanning and indexing files and correspondence. Work includes other general office work for the Senate Disbursing Office. Work is performed under the close supervision of the Executive Assistant and the Deputy for Benefits and Financial Services.

ESSENTIAL FUNCTIONS

Works with optical imaging scanning equipment to make an accurate and permanent record of Disbursing Office and Senate personnel documents. Assists with maintenance and update of employee files; prepares files based on classification and Senate requirements; files documents, including payroll changes, forms and employment correspondence, for all employees appointed to the Senate. Maintains and sorts storeroom files, pulls inactive files for transport to off-site warehouse. Responsible to maintain adequate supply of assembled packets and forms used by the Front Office and other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending and carrying items up to 25 pounds.

MINIMUM QUALIFICATIONS

Work requires a GED or equivalent with one to three years experience in an office environment; or any combination of education and experience that provide the following knowledge, skills and abilities:

Ability to maintain confidentiality.

Ability to present a professional appearance.

Ability to maintain an organized filing system.



Ability to use a computer, relevant computer software packages and operate scanning equipment.

Ability to communicate effectively both orally and in writing.

Ability to handle others with tact and diplomacy.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

none