



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement OPEN TO SENATE EMPLOYEES ONLY

POSITION:

EXECUTIVE ASSISTANT I

DEPARTMENT:

Senate Library

SALARY RANGE:

\$45,269 - \$70,166

CONTACT

Human Resources
Room SH-231B Hart Building
E-mail: resumes@sec.senate.gov
Fax: 202-228-3603

**FEDERAL RELAY
SERVICE**

Speech/Hearing impaired persons may contact the Federal Relay Service at 1(800) 877-8339 TTY

POSTING DATE:

May 10, 2012

**DEADLINE FOR
APPLICATIONS:**

May 24, 2012 Applications will NOT be accepted after 6:00 p.m.
E-mail, fax or hand-deliver applications.

E-mail your submission to resumes@sec.senate.gov. 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.

**VETERANS'
PREFERENCE:**

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

EXECUTIVE ASSISTANT I

Department: Senate Library
Reports to: Senate Librarian

NATURE OF WORK

This is administrative work providing support services to the Senate Library. Work includes maintaining office budgets and payments processing for departmental operations and enterprise-wide research services; posting web-based departmental research training course schedule listings, announcements, and class registrations; managing departmental leave records and reporting; overseeing production of the newsletter of the Office of the Secretary of the Senate; supporting departmental emergency operations planning; and preparing and archiving departmental correspondence. Work is bound by standard office policy and procedures.

ESSENTIAL FUNCTIONS

Provides primary administrative support to the Senate Library; monitors and maintains office supplies; schedules and coordinates equipment inventory and maintenance through the Senate RFA and TranSAAct online workorder systems, or vendor contact; and maintains departmental contact and distribution lists.

Maintains office operating budgets and monitors detailed accounting records for multiple departmental and enterprise-wide research services; processes invoices for Senate payment; tracks all invoices and verifies accuracy of accounting records and the authority to pay invoices; researches and resolves discrepancies with vendors, the acquisitions librarian, and/or the Secretary of the Senate accounts administrator; and prepares reports and summaries as requested by the department head.

Serves as office timekeeper and maintains, verifies, and ensures the accuracy of departmental leave records; reviews departmental electronic leave records for all staff and works with the Office of Human Resources, supervisors, and staff to resolve discrepancies on weekly timesheets, leave report forms, and in the reconciliation of annual end-of-year carryover totals; submits departmental leave report forms to the Office of Human Resources weekly; and maintains the departmental administrative work-schedule calendar, posting approved staff leave requests daily, to facilitate scheduling of service coverage and meetings.

Provides administrative support for departmental research training course offerings for Senate staff; coordinates and updates the training calendar posting on the Senate intranet in conjunction with the Office of Education and Training; updates departmental web-based course schedule listings and class announcements as required; maintains accurate course descriptions, class registrations, and rosters;

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

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performs timely notification of registrants; compiles weekly class attendance and registration statistics; and processes requests for training room assignments.

Serves as assistant editor for the newsletter of the Office of the Secretary of the Senate, *Unum*; oversees production of the newsletter by coordinating layout and editorial changes with the editor and the Office of Printing, Graphics and Direct Mail; proofreads articles and contributes headlines; prepares the mailing list distribution of the newsletter; coordinates the online posting of the newsletter; and archives copies of the newsletter.

Supports office emergency operations; maintains departmental continuity of operations plans (COOP) and fly-away kits; updates and modifies the plans as needed with the approval of the department head and/or office emergency coordinator using the Living Disaster Recovery Planning System (LDRPS) online business continuity planning database; and disseminates information to appropriate staff within the Office of the Secretary.

Manages and maintains departmental administrative records and archives to include official correspondence, leave and accounting records, and departmental program files; and prepares or drafts and edits administrative correspondence.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts that require normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires an associate degree, bachelor's degree preferred, from an accredited institution, with one to three years of office/accounting experience; or an equivalent combination of education and experience that provide the following knowledge, skills, and abilities:

Knowledge of business English, English grammar and spelling, business math, and basic accounting.

Knowledge of office administrative management practices, records management procedures, and office equipment.

Knowledge of secure electronic payments processing procedures.

Knowledge of the *Chicago Manual of Style* and/or proofreading and editing notations.

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Skill using word processing, email, spreadsheet, presentation, and image editing computer applications in a Windows environment.

Experience using content management systems for posting and updating web content.

Experience creating budget spreadsheets, tracking invoices, maintaining accurate accounts, and reconciling bank statements.

Ability to work cooperatively and effectively in a team setting, both within the department and outside organizational lines.

Ability to manage project work requirements, which in some cases involves multitasking to meet deadlines.

Ability to apply standard operational guidelines and procedures to assigned tasks and problem solving.

Ability to provide prompt courteous customer service and to quickly resolve customer problems.

Demonstrated ability to communicate effectively, both orally and in writing.

Ability to maintain confidentiality.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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