



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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**Vacancy Announcement**  
**OPEN TO SENATE STAFF AND THOSE**  
**REFERRED BY SENATE STAFF**

<b>POSITION:</b>	<b>EXECUTIVE ASSISTANT I</b>
<b>DEPARTMENT:</b>	Disbursing Office
<b>SALARY RANGE:</b>	<b>\$46,852 - \$72,622</b>
<b>CONTACT</b>	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
<b>FEDERAL RELAY SERVICE</b>	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
<b>POSTING DATE:</b>	<b>JULY 15, 2016</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>JULY 29, 2016</b> Applications will NOT be accepted after 11:59 p.m.
	The online application can be found in the Employment section of Senate.gov - <a href="http://www.senate.gov/employment">http://www.senate.gov/employment</a> .
	All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.
<b>VETERANS' PREFERENCE:</b>	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:

[http://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](http://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf).

**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](mailto: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.



## EXECUTIVE ASSISTANT I

**Department:** Disbursing Office

**Reports to:** Executive Assistant II

### NATURE OF WORK

This is administrative work providing executive support services to the Financial Clerk (FC) and Assistant Financial Clerk (AFC) of the Senate, as well as Disbursing Office Managers. Work involves performing a variety of administrative duties including sensitive and/or confidential matters. Work is bound by Title 2 and Title 5 of the U.S. Code, Office of Personnel Management (OPM) interpretation and guidelines, Secretary of the Senate policies and procedures, U.S. Senate Handbook, Senate Ethics Manual, and Disbursing Office procedures, practices and guidelines, but requires independent judgment in setting priorities and handling assignments.

### ESSENTIAL FUNCTIONS

Provide administrative assistance and support to all divisions of the Senate Disbursing Office; prepare correspondence as directed by the FC/AFC.

Maintain office leave records and database; review leave records for accuracy and report discrepancies to individuals and/or managers; produce personnel reports for managers and FC/AFC; and coordinate and reconcile leave data with Human Resources.

Type and proofread portions of the Report of the Secretary of the Senate; assist in the preparation and filing of all correspondence for the FC/AFC and Disbursing Office Managers.

Notify Members' offices when expense checks are ready to be picked up from the Front Counter; and call employees to pick-up reimbursement checks for Members.

Order supplies from the Stationery Room; maintain an inventory for office use; order new equipment and prepare work orders for equipment repairs; assist in inventories of all office equipment; open mail and distribute to proper departments and branches; answer FC/AFC and Senate Employee Locator telephone lines; order legislation from the Senate Document Room.

Verify accuracy of office invoices; resolve vendor discrepancies; prepare vouchers for payment.

Verify employment for Senate employees; copy W-2 and payroll/personnel actions for employees; maintain confidential personnel records of Senate employees.

Maintain current knowledge of the Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

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*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.*

**UNITED STATES SENATE  
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Perform other duties as assigned.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**MINIMUM QUALIFICATIONS**

Work requires an Associate's Degree and three to five years of administrative support experience, or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of the Senate as an institution.

Knowledge of the systems, policies, procedures, and general practices of the Disbursing Office preferred.

Knowledge of business English, spelling and business math.

Knowledge of modern office practices, procedures and equipment and business telephone etiquette.

Demonstrated ability in organizing and maintaining executive schedules. Ability to accurately organize and maintain a variety of administrative and executive records Ability to use computer and relevant software packages including data merges.

Ability to deal with others using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with executives, Senate staff and the public.

Ability to appropriately handle confidential matters and information.

Ability to make scheduling decisions independently using established priorities.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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