



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: INVENTORY CONTROL SPECIALIST

DEPARTMENT: Senate Gift Shop

SALARY RANGE: \$33,445 - \$51,838

CONTACT 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.

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

POSTING DATE: September 24, 2015

DEADLINE FOR APPLICATIONS: October 8, 2015 Applications will NOT be accepted after 11:59 p.m.

The new online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

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.

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:

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.

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**



INVENTORY CONTROL SPECIALIST

Department: Senate Gift Shop

Reports to: Gift Shop Operations Manager

NATURE OF WORK

This is general support work for the Senate Gift Shop. Work includes organizing and distributing merchandise as well as shipping and receiving of merchandise. Incumbent also serves as sales associate, assisting customers at the Gift Shop registers. Work is bound by Senate rules and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Receives, counts, stocks and distributes merchandise housed in onsite and offsite warehouse locations; creates, assigns and tracks skids of merchandise in offsite warehouse facilities and distributes merchandise to Gift Shops upon request of sales associates.

Tracks inventory from purchase order to receipt of merchandise; physically receives merchandise and reconciles vendor shipping document with purchase order and merchandise received; resolves incorrect or broken deliveries with vendor and notifies administrative staff of situation; enters merchandise into inventory tracking system; generates price labels for merchandise.

Determines warehouse storage location based on space, value, fragility and quantity; rotates inventory through offsite warehouse and maintains adequate inventory at onsite warehouse; prepares merchandise for shipment to include packaging, labeling and shipping; performs bi-annual inventory reconciliation to include count of available merchandise, open invoices and loaned merchandise; advises sales associates of overstock items and inventory availability; advises sales associates of warehouse locations; and notifies front office of reordering requirements.

Performs functions of sales associate as needed; provides customer service to patrons of the store; processes cash and credit card transactions.

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

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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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a warehouse and Gift Shop environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment (i.e. pallet jack , hand truck, etc.) and performing the work. Work requires frequent walking, standing, bending, heavy lifting, carrying items 50-100 pounds and physical dexterity to climb ladders with boxes of merchandise. Work exposes employee to dust, paper cuts and splinters.

MINIMUM QUALIFICATIONS

Work requires a High School Diploma or G.E.D., with three to five years of warehouse/retail experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of inventory, inventory descriptions and physical warehouse location.

Knowledge of applicable inventory and accounting systems and methods.

Knowledge of applicable packaging requirements and shipping guidelines.

Ability to use computer and relevant computer software packages.

Ability to accurately process cash and credit card transactions and provide correct change.

Ability to operate cash registers, inventory tracking equipment and other retail store equipment..

Ability to follow departmental rules, regulations, procedures and functions.

Ability to deal with other using tact and diplomacy.

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

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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.