U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement
OPEN TO SENATE EMPLOYEES AND APPLICANTS REFERRED BY SENATE STAFF

POSITION: **CAREER LADDER – ASSISTANT BILL CLERK IA to ASSISTANT BILL CLERK IB to ASSISTANT BILL CLERK**

DEPARTMENT: **Bill Clerk**

SALARY RANGE:
CL PHASE IA – Pay band 5: $45,721 to $70,868
CL PHASE IB – Pay band 6: $50,894 to $78,886
ASSISTANT BILL CLERK – Pay band 7: $56,639 to $87,791

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: **October 29, 2014**

DEADLINE FOR APPLICATIONS: **November 7, 2014** 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 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.

Career Ladder Position
ASSISTANT BILL CLERK IA (pay band 5)
ASSISTANT BILL CLERK IB (pay band 6)
ASSISTANT BILL CLERK (pay band 7)

Department: Office of the Bill Clerk

Reports to: Bill Clerk

This is a career ladder position in the Bill Clerk's Office within the Legislative Department. An individual selected for the career ladder position will be placed into a pay band 5 as an Assistant Bill Clerk IA in Phase I for a period of twelve (12) to eighteen (18) months maximum during which time, he/she will be on a training plan and provided opportunities for development and increased responsibility. Upon successful completion of the development and performance goals, as specified in an Individual Development Plan for Phase I, the individual will be given a non-competitive promotion to an Assistant Bill Clerk IB position (pay band 6). This placement will be for another twelve (12) to eighteen (18) months with further developmental assignments to ready the employee to final promotion and non-competitive out placement to the Assistant Bill Clerk position (pay band 7). Regular merit procedures will not apply during Phases I and II, as a promotional increase will be given based on performance at the completion of each development phase.

After placement/promotion to Assistant Bill Clerk, the employee will be subject to the annual merit review program.

NATURE OF WORK

This is administrative work assisting in the recording and reporting of sensitive and historical legislative information for the Bill Clerk's Office. Work includes learning the applicable processes involved in assigning bill numbers and recording and tracking the status of legislative activity of the Senate in the Document Management System (DMS) and Legislative Information System (LIS). Work is bound by Senate rules, Secretary of the Senate policy, and specific office policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Applies policies and practices in recording legislative activity of the Senate in the official ledgers, DMS, and LIS; assigns bill numbers and maintains file of amendments submitted to bills and resolutions for consideration on the Senate floor; enters amendment information into LIS; prepares amendments for publication in the *Congressional Record*; prepares and transmits referred amendments to appropriate committee per the direction of the Parliamentarian; and assists in tracking floor status of pending amendments and bills in DMS and LIS to provide the current and accurate status of legislation to Senate staff, press and the public.

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.

PB: 5/6/7 Career Ladder *FLSA: Non Exempt BELO*

Enters vote information into the DMS and LIS from the official Vote Tally Sheet prepared by the Legislative Clerk; records cosponsors requests to bills and amendments in DMS and the official bill ledger; tracks status of measures; records changes in status in DMS and the official bill ledgers, and writes the action line correctly on the front of legislation in preparation for printing by the GPO; prepares cover sheets for the Morning Business section of the *Congressional Record* when resolutions are submitted, bills are printed in the *Record* and when statements are submitted with new legislation; processes committee reported bills and written reports; and forwards legislation needed by the Enrolling clerk when processing is completed by the Bill Clerk. Prepares Morning Business copy for the *Congressional Record.* Performs other duties as assigned.

Cross-trains with other legislative offices for continuity of operations purposes.

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

MINIMUM QUALIFICATIONS FOR ASSISTANT BILL CLERK IA
Work requires a Bachelor's Degree with one to three years of legislative and/or administrative experience preferable, providing the applicant with the following knowledge, skills and abilities:

Basic knowledge of the legislative process, Senate procedures and organization.

Ability to memorize and recall information easily and accurately.

Ability to quickly and accurately recognize Senators by sight and voice.

Ability to accurately monitor Senate floor activity and recognize actions to be recorded.

Ability to use computer and relevant software programs.

Ability to use tact and diplomacy when dealing with others.

Ability to communicate effectively, both orally and in writing.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to travel and work inside or outside of the Washington metropolitan area, in the event of an emergency that requires relocation of the Senate.

REQUIREMENTS FOR PHASE I AND II : Phase I involves moving from Assistant Bill Clerk IA to Assistant Bill Clerk IB. Phase II involves moving from Assistant Bill Clerk IB to Assistant Bill Clerk. The staff member will need to successfully complete an IDP (Individual Development Plan) for each phase in order to receive promotions.

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.

PB: 5/6/7 Career Ladder *FLSA: Non Exempt BELO*

REQUIREMENTS FOR OUTPLACEMENT/PROMOTION TO ASSISTANT BILL CLERK (pay band 7): Successful completion of Phase I and II- Demonstrated ability to perform the ESSENTIAL FUNCTIONS of the position:

In addition to the requirements in Phase I and II above:

Demonstrated ability to work independently; ability to recognize issues and seek technical guidance from senior staff.

Demonstrated knowledge of the legislative process, Senate procedures, organization and congressional documents/terminology.

Demonstrated knowledge of GPO legislative formats, styles, languages, and processes.

Demonstrated knowledge of the Amendment process.

Demonstrated ability to recognize Senators by sight and voice.

Demonstrated ability to use computer programs utilized in the Bill Clerk's Office as well as other legislative offices as required.

Demonstrated ability to perform all functions required in the Bill Clerk's Office.

Demonstrated ability to prepare and edit copy for the Morning Business section of the Congressional Record for the Senate.

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. This position is tied to the Senate Floor schedule and requires working extended and unscheduled hours as dictated by the Senate.

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.

PB: 5/6/7 Career Ladder *FLSA: Non Exempt BELO*