



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

<b>POSITION:</b>	<b>EXPERT TRANSCRIBER</b>
<b>DEPARTMENT:</b>	Official Reporters of Debates
<b>SALARY RANGE:</b>	<b>\$63,652 - \$98,661</b>
<b>OFFICE HOURS:</b>	Legislative staff office hours are dictated by Senate floor activity; may require long, irregular hours.
<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>March 17, 2015</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>March 31, 2015</b> Applications will NOT be accepted after 11:59 p.m.
	The new 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 accessing the on-line application and completing the checklist.

**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.



### EXPERT TRANSCRIBER

**Department:** Office of the Official Reporters of Debates

**Reports to:** Chief Reporter

#### NATURE OF WORK

This is professional clerical work providing editorial expertise to the Office of Official Reporters of Debates for the transcription of the oral proceedings of the Senate. Work includes editing and formatting transcripts of Senate proceedings for publication of the *Congressional Record* (the *Record*). Work is bound by Government Publishing Office (GPO) guidelines, Senate rules, and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

#### ESSENTIAL FUNCTIONS

Edits electronic files prepared and preliminarily edited by Official Reporters of Debates; performs additional edit of text and makes grammatical and contextual changes to ensure accurate reflection of the day's Senate proceedings for the *Record*; and inserts appropriate punctuation.

Assists Official Reporter with research; verifies accuracy of quotations, citations, names and dates referred to in debate; produces written transcripts for Reporter to review; and resolves questions or concerns with Official Reporters.

Edits Senators' submitted statements to comply with GPO style format.

Formats electronic files into GPO standard format; ensures document conforms to GPO guidelines and standards for printing the *Record*; and provides Coordinator of the Record with transcribed and formatted material for preparation of the *Record*.

May cross train with other legislative offices.

Maintains current knowledge of the Office of the Official Reporters of Debates' Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and requires extensive reading and use of computers. Work involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is primarily sedentary but may require occasional walking, standing, carrying items under 25 pounds such as books, papers, etc.

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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  
OFFICE OF THE SECRETARY**

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**MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree in English with five to eight years of editing or government printing experience; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

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

Knowledge of American history and current events.

Knowledge of English, including grammar, punctuation, sentence structure, spelling and vocabulary.

Knowledge of GPO formats, styles, languages and processes.

Skill in the operation of Computer Assisted Transcription (CAT) editing stations.

Ability to use computer and relevant software/desktop publishing packages.

Ability to proofread complex material and edit for technical and grammatical errors.

Ability to format information in approved GPO style for printing of the *Record*.

Ability to use tact and diplomacy when dealing with others.

Ability to communicate effectively, both orally and in writing.

Ability to follow oral and written procedures and instructions.

Ability to work long, unscheduled, and unpredictable hours as dictated by the Senate schedule.

Ability to read all methods of stenotype theory.

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.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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