



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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**Vacancy Announcement**  
**Temporary Position: Not to Exceed Two Years**

<b>POSITION:</b>	<b>PARLIAMENTARY CLERK</b>
<b>DEPARTMENT:</b>	<b>PARLIAMENTARIAN</b>
<b>SALARY:</b>	<b>\$63,022</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>May 7, 2014</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>May 23, 2014</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> .
<b>VETERANS' PREFERENCE:</b>	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.  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](http://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](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.



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SENATE PARLIAMENTARY CLERK

**Department:** Parliamentarian  
**Reports to:** Senate Parliamentarian

**NATURE OF WORK**

This is professional, non-partisan, legislative work with responsibility for ensuring consistent and orderly proceedings of the Senate. Work includes assisting the Senate Parliamentarian and her staff on and off the Senate floor in responding to legislative and parliamentary inquiries; preparing materials for the Senate's daily proceedings and the Senate Calendar; referring Executive Communications to committee; basic procedural and legislative research; assisting with the preparation of the office's precedential materials for publication; and general administrative tasks as assigned. This position requires a two-year commitment.

**ESSENTIAL FUNCTIONS**

Supports the Office of the Senate Parliamentarian with general administrative functions; maintains legislative records; interacts frequently with Senators, staff and the public; answers phones and manages access to the Parliamentarians.

Responds to legislative/parliamentary questions generated by Congressional staff and public; and refers sensitive issues to the Parliamentarian.

Prepares language for resolutions and unanimous consent requests relative to the opening and closing of daily sessions or routine floor procedures for Leadership offices.

Assists Senate Parliamentarians with referring communications to Senate committees for consideration; reviews contents of each document to determine appropriate jurisdiction; and researches Senate precedents and the United States Code to determine appropriate jurisdiction.

Assists Senate Parliamentarians in organizing, researching, editing, compiling, writing, and publishing current precedents of the Senate.

Assists the Senate Parliamentarians with delivery of legislative parliamentary material to the Senate Chamber.

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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.*

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Demonstrates full knowledge of the Parliamentarian office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills; assists in maintaining EAP and COOP plans.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work is primarily sedentary but requires occasional walking, standing, bending and carrying items up to 25 pounds. This position is tied to the Senate floor schedule and requires working extended and erratic hours as dictated by the Senate.

### **MINIMUM QUALIFICATIONS**

Work requires a Juris Doctorate from an institution accredited by the ABA during attendance and education and experiences that provide the following knowledge skills and abilities:

General knowledge of the legislative process, parliamentary procedures, organization and congressional documents/terminology.

Ability to understand and analyze Senate proceedings.

Ability to work collaboratively in cross functional teams or groups or with an outside contractor.

Ability to work independently on projects as directed by the Parliamentarian.

Ability to use computer and relevant computer software packages. Ability to interface with other computer software and systems.

Ability to communicate effectively, both orally and in writing.

Ability to perform legislative and legal research.

Ability to appropriately handle confidential matters and information.

Knowledge of English grammar, punctuation, sentence structure, spelling and vocabulary; ability to edit and proofread with proficiency.

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**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**



Code:

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

Ability to interact with high-level Senate officials using tact and diplomacy.

Ability to work extended and erratic 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.

Knowledge of the Congressional budget process is a plus.

Knowledge of all Senate committee's areas of responsibility is a plus.

Knowledge of publishing processes and formatting documents for publication by the Government Printing Office is a plus.

Must adhere to Senate Chamber Rules on decorum and dress code.

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