



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

THIS VACANCY ANNOUNCEMENT IS OPEN TO SENATE EMPLOYEES AND REFERRALS

POSITION: Software Engineer

DEPARTMENT: Legislative Information Systems

SALARY RANGE: \$81,415 - \$126,194

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 8, 2016

DEADLINE FOR APPLICATIONS: September 22, 2016 Applications will NOT be accepted after 11:59 p.m.

The 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**

SOFTWARE ENGINEER

Department: Legislative Information Systems

Reports to: Director, Legislative Information Systems

NATURE OF WORK

This is technical work supporting the Legislative Information System (LIS) projects of the Secretary of the Senate to capture, store, manage and distribute Senate documents. Work includes designing, developing and testing software and software applications for the LIS. Work is bound by Senate rules and regulations, and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Assists in the development of applications to capture, store, manage, and distribute Senate documents.

Recommends technical solutions to resolve problems related to technical aspects of projects.

Interprets broad and general customer requests and requirements and translates information into technical specifications for software development.

Performs program design, coding, testing, debugging and documentation.

Assists in providing technical and programming support for projects; and provides integration assistance with assigned applications or technical initiatives.

Works with Senate technical staff to modify or enhance existing software and create new software products as directed.

Maintains current knowledge of the Legislative Information Systems 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 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, and carrying items under 25 pounds such as books, papers, small parcels, etc.

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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FLSA: E

VEOA: C

08/19/2016

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in Computer Science, Software Engineering or a related field with three to five years of systems analysis and development experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of the design and development of information management systems.

Knowledge of programming and systems analysis technologies.

Knowledge of computer systems hardware and software.

Knowledge of the Senate as an institution.

Knowledge of programming and system analysis.

Ability to isolate, analyze and define information management systems.

Ability to develop information handling procedures or applications using available technology.

Ability to comprehend and interpret broad and generalized subject matter involved in designated projects, and to understand the purposes, relationships and variations in the current procedures to be automated.

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.