

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms 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 is available at www.senate.gov/saaemployment.

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 Senate Sergeant at Arms 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 resumes@saa.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 obligations and efforts of the Office of the Senate Sergeant at Arms 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.



PLACEMENT COUNSELOR

NATURE OF WORK

This is responsible work informing, directing, interviewing, and screening applicants seeking Senate employment through the U.S. Senate Placement Office. Work involves serving as liaison to Senate offices with personnel selection requirements, screening, evaluating, and pooling qualified applicants, as requested. The incumbent serves as contact point for the public concerning Senate Office employment opportunities, requirements and resources. Work is performed under the general supervision of the Placement Administrator.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Assists Senate offices with personnel selection by identifying and referring qualified applicants.
- Provides informational interviews to applicants; ensures that each applicant receives comprehensive information regarding congressional operations and Senate employment practices; critiques resumes and suggests methods for improvement.
- Screens and evaluates all applicants to assess their competitiveness and qualifications for congressional employment; composes written appraisals of applicants' qualifications.
- Maintains close contact with Senate offices regarding the status of vacancies; provides subsequent referrals as necessary to fulfill requirements.
- Manages Senate Employment Bulletin on-line job listings; posts vacancy information on the website.
- Conducts employment briefings for displaced staff; participates in federal election cycle events, i.e. orientation of senators-elect and transition staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and is essentially sedentary, with occasional walking, standing, bending, safely carrying items less than 25 pounds such as a laptop, papers, etc.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in human resources management or a related field, and one to three years of human resource experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of modern personnel selection principles and practices.



OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER
UNITED STATES SENATE

- Knowledge of Senate's legal employment obligations under the Congressional Accountability Act and various employment laws.
- Knowledge of modern office practices, procedures and equipment, including computers, spreadsheets, databases and relevant software/Web applications.
- Ability to understand and describe the nature of U.S. Senate staff positions.
- Ability to carry out established guidelines and procedures related to the Placement Office.
- Ability to exercise tact and diplomacy when dealing with applicants, staff, and the public.
- Ability to handle sensitive and confidential information.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.