

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.



SPECIAL EVENTS COORDINATOR

NATURE OF WORK

This is administrative work coordinating set-up details for Senate sponsored events. Work involves performing a variety of event related support functions. Work also includes providing administrative support to the Capitol Facilities department such as inventory, work orders, and correspondence. Work is performed under the direction of a supervisor.

EXAMPLES OF WORK

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

- Coordinates set-up details for special functions in the Capitol and Capitol Visitors Center; works closely with Senate offices, the Senate Rules Committee, caterers and the Senate Appointments Desk.
- Creates work orders, set-up instructions, and room diagrams using department specific electronic systems.
- Assembles and prints daily event packet.
- Shows event rooms; discusses various room set-ups.
- Performs a variety of administrative tasks to support the department such as drafting correspondence, maintaining files, administering the transportation subsidy program, etc.
- Performs weekly physical inventory; maintains par level of supplies and ensures storage rooms are well stocked; maintains inventory system for tracking supplies; verifies receipt of goods; reviews invoices; researches new supplies.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and is essentially sedentary, with occasional walking, standing, bending, safely carrying items under 25 pounds such as books, papers, files, etc., and may require extended periods of computer use.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in hospitality, hotel management, communications or a related field, and three to five years of increasingly responsible event planning experience; or any combination of education and experience that demonstrates the following knowledge, abilities, and skills:

- Knowledge of Senate and SAA rules, regulations, policies, and procedures.



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- Knowledge of modern office practices, procedures and equipment, including computers and word processors, spreadsheets and databases.
- Ability to work effectively with executives, Senate staff, and the public.
- Skill in drafting letters and other correspondence.
- Skill in operating various computer software programs.
- Ability to communicate effectively.

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.