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.

PURCHASING AGENT

NATURE OF WORK

This is administrative work facilitating the procurement of equipment, supplies and office products for the Senate and Sergeant at Arms (SAA) offices. The work includes assisting with a variety of procurement and contracting activities. Work is performed in accordance with SAA Financial Management policies and Senate Procurement Regulations and procedures approved by the Senate Rules Committee, under the general supervision of the Manager of Acquisitions.

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 in the initiation of purchase orders (POs) for newly requested Senate equipment; processes PO's.
- Operates an electronic contracts system to create various types of contracts; generates reports; maintains information on contracts; administers the work flow process for approval of contracts.
- Provides guidance to SAA staff in the preparation of procurement requests; creates commodity codes and vendor tables; expedites purchases as needed.
- Contacts potential vendors to request product information and pricing; researches new or existing products; notifies purchase order awards issued by the SAA; and conducts any other communications necessary to complete the purchasing process.
- Produces accurate and legible electronic files of all contracts and related documents.
- Resolves problems related to the purchasing process.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment.

MINIMUM QUALIFICATIONS

Work requires an Associate's Degree in business administration or a related field, and three to five years of experience in an office environment; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Ability to follow established policies, guidelines and procedures for effective purchasing of goods and services.

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.

- Ability to operate a personal computer with proficiency in word processing and spreadsheet software, as well as a familiarity with database software.
- Ability to effectively interact with staff members representing all levels of the organization, as well as with outside vendors.
- Ability to handle multiple assignments with variable deadlines.
- 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.