

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.



MAIL CARRIER

NATURE OF WORK

Work involves sorting, wrapping and delivering incoming mail; and collecting outgoing mail from assigned offices. Work is performed according to the U. S. Senate Sergeant at Arms Handbook. Work is reviewed by a supervisor for performance, punctuality and quality of work. Irregular work hours, including weekends, and shift work is required.

EXAMPLES OF WORK

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

- Sorts incoming mail by Senator, Senate Committee, Senate official or other designated Senate support organization; gathers and wraps sorted mail into individual bundles for delivery; delivers Congressional Records, House, Senate and Executive Calendars during sessions.
- Sorts bulk USPS and commercial carrier packages; prepares packages for distribution.
- Sorts Congressional Acceptance Site mail and packages; prepares mail and packages for distribution.
- Collects mail, cartons and postal equipment from offices and retail locations; transports mail to the Senate Post Office mail room; processes mail for outside or inside delivery; processes franked mail.
- Transports sorted outgoing mail to the loading dock for pickup.
- Records volumes of outgoing mail by category; catalogues signature manifests for accountable mail/packages; maintains daily log of receipt of mail/packages.
- Submits completed time and attendance leave cards in an accurate and timely manner; is fully prepared to perform duties at beginning of shift.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily indoors, but requires physical strength and agility to safely lift and carry up to 50 pounds; frequent standing, bending, reaching, walking, pushing and pulling carts and mail bags; lifting and carrying large containers of mail. Work exposes the employee to dust, paper cuts and splinters. Work requires the operation of equipment including a strapping machine, mail delivery cart, hand truck and pallet jack.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), some experience in a mail facility is preferred; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

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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.



OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER
UNITED STATES SENATE

- Ability to learn, in a short period of time, USPS and U.S. Senate policies and procedures related to the collection, sorting and delivery of mail.
- Ability to effectively follow security procedures.
- Ability to work irregular work hours, including weekends, and shift work.
- Ability to accurately enter information into a computer.
- Ability to use a hand-held scanner.
- Ability to complete and maintain accurate, neat, and timely records.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with supervisor, coworkers, and others encountered during the workday.
- Physical strength and agility to perform the work.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.