



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Career Ladder Position:

Assistant Executive Clerk IA (Pay Band 5) to
Assistant Executive Clerk IB (Pay Band 6) to
Assistant Executive Clerk (Pay Band 7)

DEPARTMENT

Senate Executive Clerk's Office

SALARY RANGE

Pay Band 5: \$52,722 - \$81,721
Pay Band 6: \$58,687 - \$90,967
Pay Band 7: \$65,313 - \$101,236

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

April 30, 2021

DEADLINE FOR APPLICATIONS

May 14, 2021 Applications will NOT be accepted after 11:59 p.m.

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

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:

https://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.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

**Career Ladder Position
ASSISTANT EXECUTIVE CLERK IA (Pay band 5)
ASSISTANT EXECUTIVE CLERK IB (Pay band 6)
ASSISTANT EXECUTIVE CLERK (Pay band 7)**

Department: Senate Executive Clerk's Office

Reports to: Executive Clerk

PERSONS ELIGIBLE TO APPLY

This is a career ladder position in the Executive Clerk's Office of Legislative Services. An individual selected for the career ladder position will be placed into the Office of the Secretary Senate pay band 5 as an Assistant Executive Clerk IA in Phase I for a period of approximately 12 to 18 months. During this time, he/she will be on a training plan and provided opportunities for development and increased responsibility. Upon successful completion of the development and performance goals, as specified in an Individual Development Plan (IDP) for Phase I, the individual will be given a noncompetitive promotion to an Assistant Executive Clerk IB position in pay band 6. This placement will be for approximately 12 to 18 months, with further developmental assignments to ready the employee for final promotion and noncompetitive outplacement to the Assistant Executive Clerk position in pay band 7.

NATURE OF WORK

The Office of the Executive Clerk is a nonpartisan institutional office recording and processing Senate actions on executive business. Under the Executive Clerk's direction, this position records executive communications received from all government agencies and state governments in the Legislative Information System (LIS). Initially, work includes writing a brief abstract for each communication and referring communications to the appropriate Senate committee as determined by the Senate Parliamentarian. Work requires data entry, writing, and extensive proofreading. This position also cross trains regularly with other positions in the Legislative Offices.

As the person advances in the position, their tasks will involve independent processing and recording of the executive business of the Senate.

This work requires precise recording and tracking of all executive business actions on the Senate Floor in LIS and formatting material for inclusion in the *Congressional Record*, the *Executive Calendar*, and the *Journal of the Executive Proceedings of the Senate (Executive Journal)*. Work also includes input of nominations and treaties sent to the Senate by the President.

Work is bound by Senate rules and precedents; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; and specific office policies and procedures, and requires independent judgment in setting priorities and handling assignments.

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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ESSENTIAL FUNCTIONS

Record executive communications, presidential messages, petitions, and memorials in LIS; prepare a written summary for each communication; forward communications to the appropriate committee, as determined by the Senate Parliamentarian; and oversee delivery of documents by Senate Pages.

Prepare an accurate record of Senate actions occurring during executive sessions; report and track the status of treaties, nominations, and/or resolutions on the Senate Floor in LIS; and format material for the *Executive Journal* produced for each session of Congress.

At the direction of the Executive Clerk, transmit copies of each message and treaty to the appropriate Senate committee as determined by the Senate Parliamentarian; and provide the Government Publishing Office (GPO) with reports and record-copy detailing executive sessions concerning nominations, executive reports, and treaties for printing in the *Congressional Record*. Most work must be completed on the day the documents are received.

Prepare and oversee distribution of the daily Senate *Executive Calendar*; prepare for the Secretary of the Senate's signature and transmission to the White House all confirmation resolutions for nominations, treaty resolutions of ratification, and resolution of failed confirmations; prepare unanimous consent agreements as needed by Majority Leader staff concerning executive business; and maintain original treaties and nominations in secure files before forwarding to the White House or National Archives.

Maintain current knowledge of the Emergency Action Plan (EAP) and Continuity of Operations Plan (COOP) for the Executive Clerk's Office; and participate in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks or discomforts. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and scanner. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate. This position is tied to the Senate Floor schedule and requires working extended and unscheduled hours as dictated by the Senate.

INITIAL REQUIREMENTS for Phases I and II: Applicants must address the following:

Work requires a bachelor's degree in English, political science, history, civics, or related field, with one to three years of legislative administrative experience preferred, and the following knowledge, skills, and abilities:

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MINIMUM QUALIFICATIONS

Knowledge of English grammar, punctuation, sentence structure, spelling, and vocabulary.

Ability to edit and proofread with proficiency.

Ability to maintain a high level of accuracy in a fast-paced, high-pressure, highly visible environment.

Ability to adapt to varied workflow and shifting priorities.

Ability to work independently yet recognize when changes in circumstances require seeking additional guidance from senior staff.

Ability to communicate effectively, both orally and in writing.

Ability to use computer and relevant computer software packages including Microsoft Word, Microsoft Outlook, and databases.

Knowledge of the legislative process Senate procedures and the Senate as an institution.

Ability to accurately monitor Senate Floor activity and recognize actions to be recorded.

Ability to memorize and recall information easily and accurately.

Ability to use tact and diplomacy when dealing with others.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to recognize Senators by sight and voice.

Ability to travel and work inside or outside of the Washington, D.C., metropolitan area in the event of an emergency that requires relocation of the Senate.

REQUIREMENTS for Outplacement/Promotion to Assistant Executive Clerk

Successful completion of Phases I and II.

Demonstrated ability to perform the essential functions of the position.

In addition to the requirements of Phases I and II above, demonstrated ability to work independently, ability to recognize issues, and seek guidance from senior staff.

Demonstrated knowledge of the legislative process as applicable to executive business, Senate procedures and organization, and congressional documents/terminology.

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Demonstrated knowledge of GPO and *Executive Journal* formats, styles, languages, and processes.

Demonstrated proficiency in computer programs utilized in the Executive Clerk's Office, as well as other legislative offices as required.

Ability to serve as an assistant to the Executive Clerk and perform essential functions of the Office in the absence of the Executive Clerk.

LICENSES, CERTIFICATIONS, 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.