



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **VACANCY ANNOUNCEMENT**

**POSITION**

Assistant Journal Clerk

**DEPARTMENT**

Office of the Journal Clerk

**SALARY RANGE**

\$74,868 - \$116,045

**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**

July 15, 2022

**DEADLINE FOR APPLICATIONS**

July 29, 2022 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](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 [resumes@sec.senate.gov](mailto:resumes@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.



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**ASSISTANT JOURNAL CLERK**

**Department:** Office of the Journal Clerk

**Reports to:** Journal Clerk

**NATURE OF WORK**

This is professional administrative work recording all Senate legislative actions taken on the Senate floor. Work includes recording, compiling, editing, and producing the annual *Journal of the Proceedings of the Senate (Journal)*, which must be approved by the Senate each day. Work is bound by Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Record all legislative actions taken on the Senate floor in legibly handwritten notes; transfer and expand information into precise format for Minute Books; interpret and confirm the intent of the speaker to accurately record action in the *Journal*.

Perform multiple tasks while working at the legislative desk of the Senate Chamber and closely monitor Senate proceedings to recognize actions requiring entry in the *Journal*; create, correct, and proofread previously recorded actions for preparation of the *Journal*; respond to inquiries from Senators, floor staff, and legislative clerks regarding various actions; record and forward messages from the President of the United States and House of Representatives; and confer with parliamentarian, legislative clerk, and/or other floor staff to confirm legislative action taken.

Incorporate and verify information from the Morning Business section of the *Congressional Record* to report in the *Journal* as required by Senate rules; and compile alphabetical and chronological indexes with references for publication in the *Journal*.

Work with the Journal team, under supervision of Journal Clerk, in the publication process of the *Journal*; serve as an additional apprentice to the Journal Clerk to master the many functions leading to annual publication; skills learned serve to ensure publication of *Journal* under the Office's Continuity of Operations (COOP) plan.

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and at the rostrum in the Senate Chamber with exposure to everyday risks or discomforts, and requires the use of normal safety precautions. Work requires

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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.*



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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, email, telephone, photocopier, and fax machine. 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. Work is performed during extended, unpredictable, and unscheduled hours as dictated by the Senate schedule.

**MINIMUM QUALIFICATIONS**

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

Knowledge of the legislative process and Senate procedures, organization, and congressional documents/terminology.

Knowledge of the Senate as an institution.

Ability to quickly and accurately recognize Senators by sight and voice.

Ability to pay close attention to detail with a high degree of accuracy.

Ability to accurately monitor Senate floor activity and recognize actions to be recorded while performing additional duties at the legislative desk of the Senate Chamber.

Ability to maintain professionalism in and around the Senate Chamber.

Ability to use computer and relevant software programs.

Ability to interact with high-level Senate officials using tact and diplomacy.

Ability to communicate effectively, both orally and in writing and to follow oral and written procedures and instructions.

Ability to perform multiple tasks (multitask) effectively.

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

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

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

None.

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