



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: ASSISTANT PARLIAMENTARIAN

DEPARTMENT: SENATE PARLIAMENTARIAN

OFFICE HOURS: Legislative staff office hours are dictated by Senate floor activity; may require long, irregular hours.

SALARY RANGE: \$95,001 - \$147,253

CONTACT
Human Resources
Room SH-231B Hart Building
E-mail: resumes@sec.senate.gov

POSTING DATE: July 11, 2011

DEADLINE FOR APPLICATIONS: July 15, 2011 Applications will NOT be accepted after 6:00 p.m. e-mail or hand deliver applications.

E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

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 www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

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.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



ASSISTANT PARLIAMENTARIAN

Department: Parliamentarian

Reports to: Senate Parliamentarian

NATURE OF WORK

The office of the Parliamentarian is a non-partisan office under the Secretary of the Senate whose chief duty is to advise the Presiding Officer of the Senate on all aspects of Senate procedure and practice. The office serves as an advisor to all Senators and their personal and committee staffs. Additionally, the office is frequently called on to respond to inquiries from the House of Representatives, other branches of government, the press, and the general public on various aspects of Senate procedure. This is professional, legislative work using sources such as, but not limited to, the Standing Rules of the Senate, Senate precedents, legislative history and federal statutes.

ESSENTIAL FUNCTIONS

Monitors all activity on the Senate floor. When in the Senate Chamber, advises the Presiding Officer on procedural aspects of the Senate's daily workings using the Senate's rules, precedents, the Constitution, and federal law.

Researches and analyzes precedents and legal issues to refer all measures introduced in the Senate and all measures received from the House of Representatives, as well as communications from the President and other Executive Branch offices to the appropriate Senate committee.

Mediates disputes between and among Senate committees on competing jurisdictional claims.

Meets with Senators and staff to discuss parliamentary matters; analyzes written and oral arguments presented on various issues and performs research to resolve inquiries by and disputes between Senators, staff and committees.

Performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and on the floor of the Senate Chamber and involves everyday risks or discomforts which require normal safety precautions when performing the work. Work is essentially sedentary with frequent use of the computer and occasional walking, standing, bending and safely carrying items equal to or less than 25 pounds. This position is tied to the Senate floor schedule and requires working extended and/or unpredictable hours as dictated by the Senate.

MINIMUM QUALIFICATIONS

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.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Work requires a Juris Doctor degree from an ABA accredited law school, accredited by the ABA throughout the applicant's course of study, with one to three years of legal or comparable applicable experience preferred; providing the applicant with the following knowledge, skills and abilities:

Knowledge of or interest in the legislative process, parliamentary procedures, and/or congressional terminology.

Ability to appropriately handle confidential matters and information in an un-biased, non-partisan manner is critical.

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

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

Ability to perform progressively more complex duties and to learn the specific work of the position.

Ability to use computer and relevant computer software packages.

Strong writing, verbal and legal analytical skills required.

Ability to perform legislative and legal research.

Ability to work extended and/or unpredictable hours as the Senate schedule dictates.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

License to practice law preferred, but not required. If licensed to practice law in a state or territory of the United States or the District of Columbia, an applicant must be a member in good standing.

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.