



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Career Ladder Position with interim steps leading to outplacement/promotion to an ASSISTANT EXECUTIVE CLERK
DEPARTMENT:	Executive Clerk
OFFICE HOURS:	Legislative staff office hours are dictated by Senate floor activity; may require long, irregular hours.
SALARY RANGE:	Payband 5: \$45,269 - \$70,166 Payband 6: \$50,390 - \$78,104 Payband 7: \$56,078 - \$86,922
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:	February 6, 2014
DEADLINE FOR APPLICATIONS:	February 19, 2014 Applications will NOT be accepted after 11:59 p.m.

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

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 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.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Assistant Executive Clerk (Career Ladder)

Phase 1: Assistant Executive Clerk IA (PB 5)

Phase 2: Assistant Executive Clerk IB (PB 6)

Assistant Executive Clerk (PB 7)

Department: Office of the Senate Executive Clerk

Reports to: Executive Clerk

PERSONS ELIGIBLE TO APPLY

This is a career ladder position in the Executive Clerk's Office of the Legislative Group. An individual selected for the career ladder position will be placed into SOS Pay Band 5 as an Assistant Executive Clerk IA in Phase I for a period of twelve (12) to eighteen (18) months maximum during which 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 for Phase I, the individual will be given a non-competitive promotion to an Assistant Executive Clerk IB position SOS Pay Band 6. This placement will be for another twelve (12) to eighteen (18) months with further developmental assignments to ready the employee to final promotion and non-competitive out placement to the Assistant Executive Clerk position SOS Pay Band 7. Regular merit procedures will not apply during Phases I and II, as a promotional increase will be given based on performance at the completion of each development phase.

After outplacement/promotion to Assistant Executive Clerk, employee will become part of/return to the standard annual merit-review program.

NATURE OF WORK

Initially, this is an entry level position performing professional administrative work in the Executive Clerk's office under the Legislative Clerk. This position initially records executive communications received from all government agencies and state governments in the Legislative Information System (LIS). Work includes, writing a summary for each communication and referring communications to appropriate committee as determined by the Senate Parliamentarian.

Position advances to include processing and recording executive business of the Senate. Work requires recording and tracking all executive business actions on the Senate Floor in the Legislative Information System (LIS). Work includes input of official data sent to the Senate by the White House and the Department of State in the form of nominations and treaties. Additionally, this position also cross trains regularly with other positions in the Legislative Department, including monitoring Floor activity to assist Official Reporters of Debate on the Senate Floor. Work is bound by the Senate Manual and specific office policy and procedure, but requires some periodic independent judgment in setting priorities, interaction with personnel from the executive branch and handling unusual 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.

PB: 5/6/7 Career Ladder

FLSA: NFB 58

VEOA:C

1/28/2014



UNITED STATES SENATE OFFICE OF THE SECRETARY

ESSENTIAL FUNCTIONS

Prepares accurate record of Senate actions occurring during executive sessions; reports and tracks floor status of treaties, nominations and/or resolutions in LIS; and formats material for the *Journal of Executive Proceedings of the Senate* produced for each session of Congress.

Transmits copies of each message and treaty to committee as directed by the Executive Clerk; and provides GPO with reports and record-copy detailing executive sessions concerning nominations, executive reports, and treaties for printing in the *Congressional Record* on the day that the documents are received.

Records executive communications, presidential messages, petitions and memorials in LIS; prepares written summary for each communication; forwards communications to appropriate committee, as determined by the Parliamentarian; and oversees delivery of documents by Senate pages with signed receipts.

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

Demonstrates full knowledge of the Executive Clerk office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. 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 preferable; providing the applicant with the following knowledge, skills and abilities:

MINIMUM QUALIFICATIONS

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

Ability to communicate effectively, both orally and in writing.

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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Ability to edit and proofread with proficiency.

Skills in use of appropriate and related computer software.

Basic knowledge of the legislative process, Senate procedures and organization.

Ability to accurately monitor Senate floor activity and recognize actions to be recorded pertaining to executive business and for assisting Official Reporters on the Senate Floor.

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.

Demonstrated ability to recognize Senators by sight and voice.

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.

**REQUIREMENTS for Outplacement/Promotion to Assistant Executive Clerk
(SOS Pay Band 7): Successful completion of Phase I and II- Demonstrated ability to perform
the ESSENTIAL FUNCTIONS of the position:**

In addition to the requirements in Phase I and II above, demonstrated ability to work independently; ability to recognize issues and seek technical guidance from senior staff.

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

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

Demonstrated ability to use computer programs utilized in the Executive Clerk's Office as well as other legislative offices as required.

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

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.