



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:

Office of the Senate Executive Clerk

SALARY RANGE:

**Pay Band 5: \$49,305 - \$76,425
Pay Band 6: \$54,884 - \$85,071
Pay Band 7: \$61,080 - \$94,675**

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 12, 2018

**DEADLINE FOR
APPLICATIONS:**

July 26, 2018 Applications will NOT be accepted after 12:00 noon.

The 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:

http://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.

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.



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 the Legislative Offices. An individual selected for the career ladder position will be placed as an Assistant Executive Clerk IA in Phase I for a period of approximately twelve (12) to eighteen (18) months 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. This placement will be for approximately twelve (12) to eighteen (18) months with further developmental assignments to ready the employee for final promotion and non-competitive outplacement to the Assistant Executive Clerk position.

NATURE OF WORK

This is professional administrative work in the Executive Clerk's Office under the Executive Clerk. This position records executive communications received from all government agencies and state governments in the Legislative Information System (LIS). 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 proof reading. This position also cross trains regularly with other positions in the Legislative Offices. Position advances include independent processing and recording of executive business of the Senate.

Work requires recording and tracking 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 White House.

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

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 page.

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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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* on the day that 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 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, requiring normal safety precautions when performing the work. 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 fax machine. Regular, predictable and punctual attendance are 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 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 edit and proofread with proficiency.

Ability to demonstrate strong attention to detail.

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Ability to communicate effectively, both orally and in writing.

Knowledge of the Senate as an institution.

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

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 of Debates 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 **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, 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.