



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

### **OPEN TO SENATE EMPLOYEES ONLY**

**POSITION:**

**CAPITOL OFFICES LIAISON**

**DEPARTMENT:**

**Office of Printing & Document Services**

**SALARY RANGE:**

**\$43,300 - \$67,115**

**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:**

**January 2, 2017**

**DEADLINE FOR  
APPLICATIONS:**

**January 16, 2018** Applications will NOT be accepted after 11:59 p.m.

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](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](mailto: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**

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**CAPITOL OFFICES LIAISON**

**Department:** Office of Printing & Document Services

**Reports to:** Chief of Staff; Director, Printing and Documents

**NATURE OF WORK**

Work involves a range of activities, including mail and delivery service for the Executive Office and Legislative Offices of the Secretary of the Senate, maintaining Executive Office supplies, providing Executive Office coverage, driving for the Secretary and other offices as assigned, and assisting with Secretary special events. 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 FUNCTION**

Schedule use of official Secretary vehicle; serve as driver for the Secretary of the Senate and authorized Senate Officers and staff for official Senate business; and deliver material to various government offices to include the White House, State Department and National Archives.

Collect and distribute requested materials to Senate offices located in the Capitol, including back-up delivery of Senate, House and Executive Calendars, Congressional Records and daily papers.

Manage inventory through coordination with Printing and Document Services; distribute paper, envelopes and other supplies for Senate Offices located in the Capitol.

Maintain inventory of the Executive Office supply closet; coordinate Executive Office supplies and organization of those supplies.

Maintain pick-up and delivery routes between the Office of the Secretary and Legislative Offices located in the Capitol; route also includes additional Secretary of the Senate offices including Human Resources and Printing and Document Services; make off-site deliveries, as necessary.

Prepare and place seals and ribbon on documents at the direction of the Assistant and/or Secretary of the Senate.

Provide assistance related to special events at the direction of the Secretary of the Senate.

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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.*

PB: 3

FLSA: NE

VEOA: RC

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Provide occasional Executive Office coverage including answering phones and assisting with daily office activities.

Maintain current knowledge of the Printing and Document Services and Executive Office Emergency Action Plans (EAP) and Continuity of Operations (COOP) plans; participate in periodic exercises and drills.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a variety of locations and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing work. Work involves frequent walking, bending and carrying items between 25-50 pounds such as paper, books, small parcels, etc.

**MINIMUM QUALIFICATIONS**

Work requires a High School Diploma or G.E.D., with one to three years of experience; and the following knowledge, skills and abilities:

Ability to work an often changing schedule, with flexible hours that are subject to change due to the Senate schedule; ability to adapt to last minute schedule changes. Ability to limit use of annual leave to Senate recess periods.

Knowledge of the Senate as an institution, as well as navigating the Capitol and Senate office locations.

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

Ability to answer Executive Office phones with strong phone etiquette skills.

Ability to follow organizational rules, regulations, and procedures.

Ability to use tact and diplomacy while dealing with others, including possible occasional interaction with Senators and their spouses.

Ability to provide prompt and courteous customer service.

Ability to stand and walk for extended periods of time.

Ability to manage multiple and changing priorities.

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Ability to communicate effectively, both orally and in writing.

Ability to safely operate a vehicle for assignments outside the Capitol grounds.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

Valid Driver's License with safe driving record.

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