



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **VACANCY ANNOUNCEMENT**

**POSITION**

Counsel

**DEPARTMENT**

Executive Office

**SALARY RANGE**

\$120,298 – 173,900

**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**

December 22, 2021

**DEADLINE FOR APPLICATIONS**

January 21, 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.

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**COUNSEL**

**Department:** Executive Office

**Reports to:** General Counsel to the Secretary of the Senate

**NATURE OF WORK**

This is professional work providing legal advice and assistance to the Secretary and Assistant Secretary of the Senate and the 26 department heads of the offices under the Secretary of the Senate. Work is supervised and assigned by the General Counsel to the Secretary, and may include reviewing material for legal soundness and accuracy, advising offices of the Secretary of legislation or regulations affecting their departments, drafting proposed legislation, policy, or guidance, assisting the Secretary with annual testimony preparation, and general legal and ethics advice as required. Work is further 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**

Serve as legal advisor to the Office of the Secretary of the Senate (Office); research and explain complex legal issues; provide written and oral legal advice and opinions; review material, including contracts, for legal soundness and accuracy; recommend actions to ensure legal and ethical compliance; and prepare responses for the Secretary to committee inquiries.

Evaluate and discuss issues pertaining to the impact of existing and proposed laws on the operations of the Office; prepare agreements or other documents to protect interests of the Office; and assist in compiling and preparing the Secretary's annual testimony.

Represent the Office in resolving issues with other entities that may be difficult or controversial; and research and respond to inquiries from internal/external federal agencies and lobbyists regarding interpretation and standards for compliance with lobbying, contract, tort, and other laws.

Provide legal and policy advice to the Offices of the Secretary regarding Secretary of the Senate's Continuity of Operations (COOP), Continuity of Government (COG), and Enduring Constitutional Government (ECG) programs; work closely with office coordinators and departments to ensure the ability of the Office to perform its Constitutional requirements in all circumstances.

Maintain current knowledge of the Executive office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills. Plan, develop, rehearse, and

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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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implement Secretary of the Senate COOP plan; coordinate and contribute to the preparation and operation of the Secretary's Operations Center and Leadership Coordination Center.

As an integral member of the Executive Office of the Secretary of the Senate, support the business operations of the Executive Office with the execution of special events, ceremonies, and official proceedings as assigned.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks and discomforts. 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 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.

**MINIMUM QUALIFICATIONS**

Work requires a Juris Doctorate degree and the following knowledge, skills, and abilities:

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Strong legal research skills sufficient to quickly learn the U.S. Constitution, statutes, rules, standing orders, and precedents of the Senate and general legal principles necessary to advise the Secretary of the Senate.

Knowledge of or familiarity with applicable statutes, rules, and general legal principles specifically related to historic preservation, government ethics, procurement, contracting, lobbying, fiscal, tort, or appropriations law preferred

Knowledge of or familiarity with legislative processes sufficient to advise staff on legislation affecting their departments, to draft proposed legislation, and to assist the Secretary in preparing testimony to appropriations and oversight committees preferred.

Knowledge of research methods and information sources relevant to the administration of the U.S. Senate.

Ability to use computer and relevant computer software packages.

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Ability to establish and maintain effective professional working relationships.

Ability to communicate effectively, both orally and in writing.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Either Licensed and in good active standing to practice law from a state or territory of the United States or the District of Columbia or within one year of employment.

Top Secret security clearance eligible (active Top Secret security clearance preferred). Ability to obtain permanent SCI and RD access within 90 days of hire.

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